



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Transportation
and Public Facilities**

SOUTHCOST REGION
Contracts Office

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December 8, 2022

RE: ADDENDUM NO. 1 TO REQUEST
FOR PROPOSALS (RFP) PACKAGE:

25233013
Various; Cultural Resource Management- Term Agreement

EMAIL TO: All RFP recipients on record.

The RFP Package is hereby clarified or changed as follows:

1. The proposal due date remains unchanged.
2. The statement of services has been replaced with Attachment 1.

All other terms and conditions remain the same.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,

A handwritten signature in blue ink that reads "Jessica Piukala".

Jessica Piukala
Contracts Officer

Statement of Services
Cultural Resource Management Term Contract for Transportation Projects of the
Alaska Department of Transportation and Public Facilities
Southcoast Region

The Department of Transportation and Public Facilities (DOT&PF) is seeking specialty service environmental and cultural resource consultants for term contracts to assist the department with its obligations under Section 106 of the National Historic Preservation Act (NHPA) and Alaska State Statute *AS 41.35.070, Preservation of Historic, Prehistoric, and Archaeological Resources Threatened by Public Construction* and to comply with the DOT&PF's Cultural Resource Management (CRM) program. Term contracts would be specific to the DOT&PF Southcoast Region, which includes the Alexander Archipelago or Southeast Alaska Panhandle, Kodiak Archipelago, Alaska Peninsula, and the Aleutian Chain.

The consultant would conduct CRM services to locate, identify and delineate any cultural resources, prehistoric or historic, associated with DOT&PF federal- and state-funded projects and assess significance of cultural resources in order to determine eligibility for listing on the National Register of Historic Places (NRHP) according to the criteria set forth in the 36 CFR Section. Consultant work would be completed in coordination with and under the supervision of the DOT&PF Project Manager and Professionally Qualified Individual (PQI). The consultant would provide digital and hard copies to DOT&PF of data collection and completed field evaluations; if the consultant uses a Geographic Information System (GIS) to record and map data, the consultant will convert data to AutoCAD prior to submitting to DOT&PF. The consultant might also be asked to review another consultant's technical reports and studies.

The purpose of this solicitation is to contract for professional services related to preconstruction environmental document preparation and construction planning in regard to managing cultural/historic properties associated with transportation projects. Services will be provided on a work order basis over a multi-year period. The State anticipates awarding the contract to three qualified consultants for an initial three-year period with two one-year renewal options.

Work Orders will be sent to every consultant issued a Term Agreement. Proposals will be due within 5 to 7 calendar days and price will be required (except for projects funded by the Federal Aviation Administration (FAA) where price cannot be a selection factor). All proposals will be evaluated by the department based on criteria listed on Part A of the Proposal Form, and negotiations will be initiated with the highest ranked consultant. Once an award has been made all consultants submitting a proposal will be notified of the award.

Scope

The Department is requesting statements of qualification from environmental consultants who are able to provide the following professional services:

- Identify and review archaeological and historical resource documentation pertinent to the project area to determine the types of cultural resources present, their chronological associations, locational patterning, and other relevant findings.
- Prepare a summary of the area's prehistoric and historic archaeology based on the findings of the literature review and other background research. The overview would identify the

chronological, functional, and locational dimensions of the project area's archaeological record. It would also analyze recovered cultural data and evaluate the significance of archaeological sites occurring in the project area.

- Conduct cultural resources field assessment surveys of the project area using both surface and subsurface testing techniques to locate, identify, and evaluate the significance of cultural resources occurring in the project area.
- Laboratory processing and analysis as needed.
- Prepare identification survey report that contains enough information to permit DOT&PF to make an informed decision and/or finding and is presented in such a manner that an outside party can understand the basis for that decision or finding; data backup. Recovered cultural materials require appropriate documentation/forms for curation.
- Response within 24 hours upon notification of the DOT&PF's needs for assessment, survey, and/or mitigation in an Inadvertent Discovery situation; immediately notify DOT&PF in the event an Inadvertent Discovery occurs during execution of consultant duties.
- Prepare draft initiation and findings letters for DOT&PF to send to SHPO and consulting parties. Assist with responding to any comments received from SHPO or consulting parties during the consultation process.

The following guidelines and methodologies are applicable to this term contract:

- Apply the methodologies described in the Office of History and Archaeology (OHA) publication *HISTORIC PRESERVATION SERIES*, reporting standards and guidelines for cultural resource survey reports Series No. 11.
- Follow guidelines as delineated in OHA's Series No. 15, Monitoring Guidelines for all archaeological monitoring.
- Reference the Archaeology and Historic Preservation: Secretary of Interior's Standards and Guidelines, National Historic Preservation Act, Section 106 36 CFR 800; Protection of Historic Properties DOT&PF Environmental Compliance Handbook and AS 41.35.070.
- Apply the guidelines of the *First Amended Programmatic Agreement among the Federal Highway Administration, the Advisory Council on Historic Preservation, the Alaska State Historic Preservation Officer, and the Alaska Department of Transportation and Public Facilities Regarding Implementation of Section 106 of the National Historic Preservation Act for the Federal-Aid Highway Program in Alaska*, as amended December 2018.
- Apply the methodologies described in the DOT&PF *Methodology for Assessing National Register of Historic Places Eligibility* (December 2014).

For any of the environmental tasks given to a consultant, they should be able to provide an adequate characterization of the affected environment, an analysis of environmental impacts, as well as develop and negotiate avoidance, minimization, and mitigation measures. We may only ask for an analysis of the affected environment but the consultant should be capable and prepared to take the environmental process to its conclusion.

Task Order Process. For each task order, the environmental consultant(s) selected under this agreement will be offered the opportunity to provide a cost proposal and schedule for the specific services

requested. The selection for the individual task order will be made based on cost, the ability of the consultant to provide the specific services requested and the ability to meet the requested schedule.

~~Note: Cost will not be a selection factor for any projects funded by the Federal Aviation Administration (FAA).~~

Funding Sources

This term contract may be used for State-, Federal Highway Administration (FHWA)-, and FAA-funded projects which involve different consultation and coordination requirements with which the Consultant must be familiar. The National Environmental Policy Act (NEPA) must be complied with for FAA- and FHWA-funded projects.

Applicable FAA regulations and guidance documents include: 40 CFR 1500-1508, FAA Order 5050.4B, and FAA Order 1050.1F. FAA is the lead agency for all projects and DOT&PF is the airport sponsor, acting on behalf of FAA.

DOT&PF and FHWA signed a Memorandum of Understanding (MOU) on November 3, 2017, under the authority of 23 USC 327, through which the FHWA assigned FHWA's full NEPA project-level decision-making responsibilities to DOT&PF, excluding those projects outlined in Section 3.3.2 of the MOU. For all projects assigned to DOT&PF from FHWA, DOT&PF is the lead federal agency as outlined in Section 3.2.1 of the MOU. Applicable regulations and guidance documents include: Alaska DOT&PF Environmental Procedures Manual (February 2018), 23 CFR 771, and 23 CFR 774.

The State-funded environmental process is outlined within the Alaska Environmental Procedures Manual (November 2013) and DOT&PF is the lead agency.

Assumptions

- DOT&PF would provide a project-specific scope for soliciting work under this term contract.
- A PQI would complete the work.
- DOT&PF anticipates that work orders for the successful term contractors would focus on upcoming or near-term construction projects within the Southcoast region.

Deliverables

Deliverables will vary depending on the scope of the work and will be project-specific.

Proposal

The **Consultant's proposal** shall include the following:

- A general statement of the firm or Consultant's strategy to accomplish field activities.
- Specific company and individual staff qualifications and experience in regard to historic resources identification and Section 106 compliance.
 - Personnel qualified to conduct cultural resource projects for the DOT&PF are those individuals who meet at least the minimum criteria for historians, archaeologists, architectural historians and other professionals as set forth in the U.S. Secretary of the

Interior Standards and Guidelines for Archaeology and Historical Preservation and 36 CFR Part 61.

- All principal investigators should demonstrate appropriate knowledge and experience pertinent to the State of Alaska. Individuals responsible for conducting cultural resource projects must have the requisite knowledge of regional prehistory and history to make informed decisions regarding NRHP eligibility and be familiar with the types of resources likely to be encountered in the projects, and the methods for identifying, evaluating, and documenting them.
- Submit signed, dated resumes of all personnel proposed for this term contract.

ADMINISTRATIVE REQUIREMENTS

General. Execution of this Agreement does not guarantee any project assignments.

Provide services as identified and authorized by sequentially numbered Notices to Proceed (NTP).

Perform services under the direct supervision of lead individual(s) listed in RFP Part C, Criterion 4. Accomplish additions or substitutions of lead individuals by amendment to the Agreement.

Term. Initial three-year term, with (2) one-year renewal options.

- Number of Individual Master Agreements (Master Agreements) to be established: ~~the number of qualified responses received.~~ Up to three individual master agreements.
- NTP Limit: \$250,000 per Task/Phase Order. (Note: There is no maximum limit per contractor since there are a limited number of contractors who are able to perform these tasks. Award of multiple NTPs may occur simultaneously.)
- \$250,000 limit for all NTPs issued under each project.

Consultant Name on Plan Sheets and Documents. No Consultant logos shall be allowed on any electronic or hard copy document produced for DOT&PF. Consultant letterhead shall be allowed only as exhibits in document appendices.

Contracting Procedures.

1. The Agency issues Master Agreement contract numbers for each task order and NTP forms.
2. Once the Master Agreements are in place and the Agency Contract Manager identifies a Task Order, the Agency Contract Manager sends a specific statement of services (SOS) to all contractors who are on contract under the Master Agreements. The SOS describes specific work requirements and requests availability and a work plan.
3. The Agency Contract Manager will evaluate and make the selection in writing to the file of the contractor best suited for the Task/Phase Order based on expertise, qualifications, availability and price unless funded by the FAA. The Agency Contract Manager will request a price from the selected consultant (if FAA-funded) to ensure conformity with the costs shown in the Master Agreement. (A Master Record of Negotiation and Selections (RONS) of costs will remain standing in the Master Agreement files for referral.) If the costs cannot be negotiated, then the Agency Contract Manager will negotiate with the next best contractor's offer.

4. The Agency Contract Manager issues a RONS for each Task Order (identifying the specific Master Agreement contract number) and sends a copy to the Regional Contracts Officer.
5. The Regional Contracts Officer issues a NTP for each Task Order (identifying the specific Master Agreement contract number) and sends a copy to the Agency Contract Manager as well as the Administrative Officer for encumbrance. A copy of both the RONS as well as NTP is filed in the audit contract files.
6. The Regional Contracts Office is responsible for managing the Master Agreements and will renew upon approval by the Agency Contract Manager.