SCOPE OF WORK

NON-INVASIVE ARCHAEOLOGICAL SURVEY
VOLUNTEER TRAINING SITE CATOOSA
TENNESSEE ARMY NATIONAL GUARD

A. INTRODUCTION

The Tennessee Army National Guard (TNARNG), as an agent of the National Guard Bureau (NGB), is responsible for the prudent management of cultural resources on all of its properties. All TNARNG properties are managed in accordance with the various federal and state laws as delineated by the *Army National Guard Cultural Resources Handbook 2013* and the 5-year TNARNG Integrated Cultural Resources Management Plan (ICRMP) 2024 respectively, which guides all activities that may impact cultural resources on a site. Survey data and associated maps are used for mission planning and cultural resources management, in addition to a variety of other planning purposes. Up to date baseline information on archaeological and architectural characteristics are essential to informed cultural resources management.

The Volunteer Training Site (VTS) Catoosa lies on one tract of 1,628 acres of federally owned land in the state of Georgia, outside the town of Tunnel Hill, Catoosa County Georgia just southeast of the metropolitan areas of Chattanooga, TN. This land started out initially as part of Camp George H. Thomas in 1898 during the Spanish American War, before becoming training ranges for Fort Oglethorpe in 1904. After the closure of Fort Oglethorpe in 1946, the property was deemed surplus and leased out to the TNARNG for training lands.

To date, there are twenty-six (26) archaeological sites recorded on VTS Catoosa, four (4) of which are eligible for the National Register of Historic Places (NRHP), and one considered potentially eligible, site #9CT74; the Catoosa Springs Cemetery that is to be studied for this project. These 26 archaeological sites represent three distinct pieces of history for the area: one (1), the prehistoric occupations/utilizations by indigenous tribes throughout history in this area, notably the Cherokee during the protohistoric period; (2), the settlement activities of early plantations and pioneers beginning as early as the 1800's in the burgeoning railroad industry between Atlanta and Chattanooga, and continuing throughout the 19th century into town hood and steady growth around the nearby mineral springs (first used by the Cherokee) until the Civil War raged through. And third (3), early evidence of the military build-up that began at Camp George H. Thomas in 1898.

There are three (3) NRHP-eligible structures found at VTS Catoosa: the Known Distance (KD) range utilized by the troops training from Fort Oglethorpe, 1930's USACE dike, and a 1960's range house. The proposed study focuses on the archaeological non-invasive survey {with the utilization of a ground penetrating radar (GPR), magnetometer, and metal detector} of the Catoosa Springs Cemetery in Training Area (TA) C-3. This non-invasive GPR survey is to include the surrounding buffer zone up to 25 meters around the current sites' outer limits (Attachment 1).

This area of VTS Catoosa was last recorded in 2005 by Deter-Wolf & Karpynec. It was a continuation from previous investigations undertaken in 1997. They performed further documentation and field investigations of the site that included further investigative explorations such as with probe testing to specifically determine the NRHP-eligibility nomination (potentially eligible) for the TNARNG. The Catoosa Springs Cemetery (approx. 23 x 33 m) is named after the

local mineral springs found throughout the area and is situated on a hilltop overlooking Catoosa Springs in the eastern, middle portion of the VTS. The goal of this study is to use non-invasive technologies to delineate a conclusive boundary of where this archaeological resource is confined, determine an accurate delineation for the respected grounds, and to establish a true buffer zone from all possible infringements to provide the maximum maneuverability within their respective areas in support of the mission.

In order to be eligible for the NRHP, archaeological sites, districts, buildings, structures, or objects must meet one of four criteria established by the National Park Service (NPS):

(a) Associated with events that have made a significant contribution to the broad patterns of history;
(b) Associated with the lives of persons significant in the past;
(c) Embody the distinctive characteristics of a type, period, or method of construction; represent the work of a master; possess high artistic value; or represent a significant and distinguishable entity whose components may lack individual distinction; and
(d) Have yielded, or may be likely to yield, information important in prehistory or history.

Additionally, the archaeological resource must have integrity of "location, design, setting, materials, workmanship, feeling and association" to convey its significance (36 Code of Federal Regulations {CFR}, Part 60, Section 60.6).

The TNARNG requests archaeological services (Contractor) for a non-invasive GPR survey for the Catoosa Springs Cemetery and its surrounding 25-meter buffer zone on VTS Catoosa, Tunnel Hill, Catoosa County, Georgia in order to fulfill the requirements set out in the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), and to determine the appropriate resource management measures for future mission requirements.

B. OBJECTIVE

The objective of this Scope of Work (SOW) is to survey up to 3,024 square meters for the Catoosa Springs Cemetery, depending on environmental constraints (roadbeds, cliffs, buildings, waterways, etc.). This will include the current margin for the cemetery and its surrounding range to create a more conclusive buffer zone (25m around cemetery perimeter) around this sensitive area at VTS Catoosa. The information to be collected will be applied to the management of the training site in order to protect historic properties and/or cultural resources. The project includes performance of a non-invasive geophysical or remote sensing survey applying GPR techniques, a magnetometer, and metal detection to examine previously identified cultural resources including aiding researchers in discerning the physical boundaries or areas suspected to contain structural remains or known settler cemeteries, as identified through archival research, aerial photographs, and previous survey reports; in combination with Geographic Information Systems (GIS) technology to examine the land use history, or landscape of training lands.

This objective is to include the complete removal of all obstructive vegetation (excluding standing trees and snags greater than or equal to 3” in diameter) from the ground surface including downed trees and logs for the utilization of the GPR equipment. Remaining vegetation (grasses, shrubs, etc.) must be cut within 1 inch from the surface of the ground. All woody stems and chopped up vegetative remains greater than 1-2 in. deep, must be removed from the site. Vegetative remains may be dispersed/sprayed outside

the perimeter of the site, where they will naturally decompose. Downed trees and logs laying on the ground must also be removed from the site, but can just be cut into manageable size pieces, pulled out of the site perimeter, and left un-chipped.

This project will require great care in avoiding damage to grave markers and other cultural resources. The TNARNG Cultural Resource Manager (CRM) may be on site during work to observe, provide guidance, and ensure that no cultural resources (ornamental plantings, grave markers, etc.) are damaged. While working within the cemetery area, the contractor needs to be aware of and not remove any possible ornamental vegetation in association with any of the grave markers (unlikely to exist) because they are a part of the cultural landscape. Any one part of the clearing team should move at a patient and careful pace, especially within the cemetery grounds. They will need to be aware that some markers may be small and hidden by the vegetation (like footstones). The terrain will be undulating, and all footsteps should be calculated, as not to potentially fall into a sunken grave plot (collapsed grave shaft). It is critical that the contractor does not damage any cemetery monuments or artifacts of any kind with any equipment.

Current efforts focused on features attributed to historical land use - erosion control or agricultural/ farming purposes; residential or commercial properties; mining; and military related activities. Prior to the 1920s, lands included multiple communities & cemeteries. In addition to the remains of residences, plantations, and other complementary farming structures, this area was also developed around the railroads that came through in the mid 1800's. Multiple examples of these human landscape alterations are present and recorded as archaeological sites on VTS Catoosa. The proposed remote sensing study will serve as a tool to aid in the identification of resources that may provide further insight into the settlement and development of the area prior to the War Departments acquisition in the 1890s. The study will be a tool to identify resources associated with this historic land use, especially those tied directly to archival information and oral histories. This study would aid in the preservation and management of known sites on VTS Catoosa while aiding in the understanding of certain locations allowing for better management of the landscape/resources.

The following are the objectives of this statement of work

1. Archival research necessary to develop an historic context for the report of findings and aid in the evaluation process.
2. The complete removal of all obstructive vegetation (excluding standing trees and snags greater than or equal to 3" in diameter) from the ground surface including downed trees and logs for the utilization of the GPR equipment.
3. Survey of Site #9CT74 and surrounding buffer at VTS Catoosa, which has already been surveyed to modern archaeological standards yet is the perfect candidate for the use of modern non-invasive technologies to further delineate previously known archaeological resources.
4. Preparation of a comprehensive report summarizing the findings from the archival research, field investigations, an historic context, evaluation recommendations, updated site forms, and management recommendations in accordance with standards maintained by the Georgia State Historic Preservation Office (GA-SHPO).

All Stages of this study will follow the guidelines established by the Georgia Historic Preservation Division's (GHPD) *Archaeological Assessment Report Guidelines and Components* (1993, revised 2004) as well as the Georgia Council of Professional Archaeologists' (GPCA) *Georgia Standards and Guidelines for Archaeological Surveys* (revised 2019). Principal Investigator/s and Field Director/s will meet the minimal professional qualifications for archaeology as set forth in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (Federal Register, Volume 48, No. 190, September

29, 1983, Part IV, page 44739; see also 36 CFR 61). Following the GCPA's *Standards*, direct field supervision by a professionally qualified archaeologist is recommended for all archaeological projects.

C. MAJOR REQUIREMENTS

The following tasks must be completed for the Contractor to successfully accomplish the work under this delivery order:

C.1 Task 1: Project Kick-Off Meeting

A Kick-Off meeting will be performed in person, or virtual if the conditions necessitate it, with the TNARNG Point of Contact (POC) prior to commencement of work. At this time, the Contractor will be provided with detailed background information relating to the study (i.e., previously completed Phase I survey reports, architectural evaluations, photographs, maps, etc.). The TNARNG POC will be responsible for copying documents in cases where the originals cannot be distributed to the Contractor for use during the execution of this SOW. This information will include the following:

- Maps showing the areas of potential effect (APE) to be surveyed.
- Available topographic maps.
- Current aerial photography of VTS Catoosa.
- Previously conducted archaeological surveys.
- Any available requested information that will assist in the archaeological survey

Whenever possible, this information will be provided to the Contractor in electronic format. The Contractor will be responsible for reviewing all provided data. In addition, the Contractor may accompany TNARNG representatives on a field review of areas of cultural interest on VTS Catoosa. This field review will serve to introduce the Contractor to the training site environment.

In addition, to be discussed at this meeting are the logistical needs of the project and deliverables. Following completion of the Kick-Off Meeting, the Contractor will prepare a summary letter, indicating an understanding of the current project and providing schedule for the archival research and field effort; The Contractor will need to coordinate their field schedule with the training site POC so that areas can be scheduled using the Range Facility Management Support System (RFMSS). Due to safety and mission training requirements, scheduling may vary, so plenty of advanced notice is advised.

C.2 Task 2: Archival Research

Archival research is conducted to document the historical context and archaeological deposits of a site. Initial archival research provides a basis for site identification in advance of discoveries of archaeological remains at a project area. Such research is often undertaken at the beginning of a project to better understand the local land use at the project location (farming or agricultural land use, domestic land use, industrial land use, military land use, railroad-related land use, or other usage). Examples of research materials examined during the course of the study include the study of historical maps (Sanborn Fire Insurance Company Maps, old topographic and road maps, tax assessor's maps, etc.), deeds and property records, sexton records, aerial photographs, and other documentation. The Contractor should perform the archival research prior to the field effort.

Research materials may be available from the TNARNG, but also will require additional research efforts by the Contractor at locations such as (but not limited to) the Georgia State Library and Archives; Universities of Tennessee and Georgia Libraries; Catoosa County Tax Assessor's Office; Catoosa County

Historical Society, Civil War Records Administrations, Fort Oglethorpe 6th Cavalry Museum, and various online references as deemed credible. Results of this research should be used to compile a historic context for inclusion in the report of findings.

C.3 Task 3: Submission of Project Work Plan

The Contractor will submit for review by the TNARNG POC a Project Work Plan detailing the scheduled stages of the project and the proposed methodology to be used in each phase. The work plan will be completed and approved by the TNARNG POC within one month following the kick-off meeting.

The methodology should be in accordance with scientific standards and those outlined by the Georgia Historic Preservation Division's (GHPD) *Archaeological Assessment Report Guidelines and Components* (1993, revised 2004) as well as the Georgia Council of Professional Archaeologists' (GCPA*) Georgia Standards and Guidelines for Archaeological Surveys* (revised 2019).

The Contractor is responsible for obtaining any permits and authorizations that may be required to complete this contract. Copies of all permits will be provided to the TNARNG POC within 30 days of issuance.

C.4 Task 4: Field Work

The contractor will first conduct the vegetation removal in accordance with methods outlined in the project work plan. The work must meet the requirements described in the objective section (**B Objective**) of this SOW above.

This portion of the project will be performed by personnel that meet the minimal professional qualifications for archaeology as set forth in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (Federal Register, Volume 48, No. 190, September 29, 1983, Part IV, page 44739; see also 36 CFR 61) with methodology in accordance with the Georgia Historic Preservation Division's (GHPD) *Archaeological Assessment Report Guidelines and Components* (1993, revised 2004) as well as with the Georgia Council of Profession Archaeologists' (GCPA) *Georgia Standards and Guidelines for Archeological Surveys* (revised 2019).

The Contractor will perform non-invasive geophysical or remote sensing investigations complemented by the use of a magnetometer and metal detectors to identify site locations and their respective boundaries. Generally, this effort will include a systematic pedestrian walk-over, with the geophysical or remote sensing equipment, as well as a visual inspection of the survey tract/APE, and minimal, yet systematic, collection of significant artifacts from the ground surface. No subsurface testing (i.e., shovel tests, auger tests, etc.) is anticipated at this point, although some vegetation or leaf-litter may need to be removed for visual inspection of features.

The survey intervals using the non-invasive geophysical or remote sensing equipment may vary but follow established protocols for these types of surveys. If shovel testing is deemed necessary, the tests should be excavated to subsoil. All soils from shovel test/excavations must be screened through ¼-inch or smaller mesh screen. All shovel tests/excavations will be backfilled. Artifacts should be collected following a defined sampling strategy that is applied consistently throughout the project; artifacts must be cleaned, bagged, and labeled by provenance.

Daily field notes and photographs must be recorded to document all survey activities, shovel tests, and observations. All shovel tests, excavation units and features should be recorded with sub-meter accuracy

using a Global Positioning System (GPS -see C.6. Task 6 for specifications for collection parameters) apparatus. Data from the non-invasive geophysical or remote sensing equipment will also be recorded. Soil types, textures, and colors should be recorded using sand grain sizing gauges and Munsell color designations. Photographs should be made with clear quality, high resolution (18-20 megapixels/800 ppi) photographs; a photographic catalog (photo log) should be made with the photographs to document proveniences.

If new sites are encountered during the field effort, these sites will be recorded using the Georgia Site Files (GASF) site form (found at https://archaeology.uga.edu/gasf/siteform.html), the originals of which are submitted to the GHPD. Standing structures or structural remains found in association with subsurface archaeological deposits should be recorded accordingly. Also, consult the Georgia Council of Professional Archaeologists' (GPCA) *Georgia Standards and Guidelines for Archeological Investigations* (revised 2019) for any further guidance. Standing structures or structural remains found in association with subsurface archaeological deposits should be recorded accordingly. Photographs of structures – at a minimum – should be taken at an oblique angle, so as to record all four cardinal directions of the structure (e.g., S/E, N/W).

If human remains are discovered in the course of fieldwork, **cease all work** in the area of the discovery and contact the TNARNG POC **immediately**. The TNARNG POC will follow the Inadvertent Discoveries Standard Operating Procedure (SOP) and contact the State Archaeologist and local police authorities.

TNARNG Project Personnel will complete a site visit of all cultural resources being investigated by the Contractor concurrent to the review of the draft report. This field check of these sites is required for management purposes and as part of the Quality Assessment/Quality Control (QA/QC) for the TNARNG.

C.5 Task 5: Reporting

The project will include the preparation of a draft report and a final report detailing the results of the archival research and the field work. The draft report must be completed after completion of the archival research and field work and must include a copy of the populated TNARNG GIS geo-database. The final report must be completed incorporating any comments from the TNARNG POC and the GHPD and final GIS data (see section F-deliverables) to complete populating the final TNARNG GIS geo-database submittal.

The report will follow the general standards set forth in *the Georgia Historic Preservation Division's (GHPD) Archaeological Assessment Report Guidelines and Components* (1993, revised 2004) as well as the Georgia Council of Profession Archaeologists' (GCPA) *Georgia Standards and Guidelines for Archeological Surveys (revised 2019)* including a title page; management summary; table of contents; introduction; literature/document search; environmental setting description; research/field/laboratory methodology; GIS methodology; the results of the investigation; a historic context within which to reasonably address, and provide a preliminary interpretation or evaluation recommendation for each site; and copies of completed (typed) State Archaeological Site Forms.

Recommendations for sites should include whether the sites are eligible for the NRHP or not, and include guidance for avoidance, protection/stabilization, or data recovery for future mitigation of adverse effects. **Recommendations for "undetermined" will not be accepted.**

Upon acceptance of the draft report and its recommendations for sites by the TNARNG, a final will be prepared. Contractor will not submit any draft or final reports to the GHPD. The Contractor will submit reports to the TNARNG POC for review; submittal to the GHPD will be done by the TNARNG POC.

Amended site forms should be made for any previously recorded archaeological sites visited through the course of the survey, and new site forms shall be prepared for newly encountered sites.

The Contractor will submit artifacts to the TNARNG POC as "curation ready," in accordance with 36 CFR, Part 79.

C.6 Task 6: Geographic Information System (GIS) Database

Geospatial data collection should entail the use of mapping grade or better global positioning systems. Sub-meter accuracy must be maintained for all cultural data collected, and the final deliverable will include a GIS Methodology describing collection methodologies, real time differential corrections, and/or post processing methodologies. The TNARNG Environmental GIS Program Manager will provide Contractor with the required geo-database template(s) and accumulated background GIS data necessary to support the current contract, along with an informative whitepaper describing acceptable data codes and required data population fields if necessary.

GIS data submittals shall adhere to the following data standards: FGDC metadata compliant (http://www.fgdc.gov/metadata), populated completely, SDSFIE 4.0.2 or above, compliant (http://www.sdsfie.org/) and AR 115-13. All GPS points must be collected at sub-meter accuracy or better with real time correction as well as post processed for accuracy verification. However, GPS data can be collected with the contractor's preference of equipment if the standards are obtained. The TNARNG GIS program currently utilizes ArcGIS Field Maps with Trimble DA2 Catalyst to produce required sub-meter accuracy. Project data, coordinate system, and datum shall be WGS1984, Universal Transverse Mercator (UTM), zones 16N or 17N depending on location.

Acceptable file formats for GIS data submittals are ESRI ArcGIS, File Geodatabase. All new data collected during the project must be post-processed to achieve sub-meter accuracy.

A DRAFT GIS deliverable is required (Task 4a), and should accompany any documentation (i.e., survey reports) submitted for review. GIS data acquired during the course of the study will be submitted for review by the TNARNG GIS Program Manager along with the draft document. DRAFT GIS deliverables will be checked for accuracy and completeness, including feature geometry, attributes, and metadata requirements. Following review, the (Final) GIS data must be included with the FINAL deliverables.

Contractor will coordinate with TNARNG GIS Section prior to initiating any field survey that requires GIS/GPS data collection allowing sufficient lead-time for the GIS Section to observe data collection during fieldwork if desired for collaboration and compatibility measures.

C.7 Task 7: Curation and Delivery of Documentation

All information collected during the implementation of this project becomes property of TNARNG and the Department of Defense (DoD). This includes field records, laboratory records, artifacts, audio/visual media, recordings, footage, still pictures, maps, GIS data, databases, photographic catalogs, artifact catalogs, and other materials collected, produced or acquired with project funding. Deliverables will not be subject to any kind of license, copyright, or other encumbrance. Materials produced using TNARNG/DoD funding will not be sold for a profit. Artifacts must be cleaned, bagged, and labeled by provenance prior to curation; curation requirements will follow standards established under 36 CFR 79 (Curation of Federally Owned and Administered Archaeological Collections). These artifacts will be turned over to the TNARNG POC as curation ready for deposit with the TNARNG in-house curation lab.

One electronic copy (should be submitted through an email Portable Document Format (.pdf), or a safe and secure file transfer site; Army uses ARL SAFE- https://safe.arl.army.mil) of the DRAFT report, along with the GIS draft data (electronic submittal only) will be submitted to the TNARNG POC for review to ensure all needed information is included. To send files through DoD SAFE, you will need to coordinate with the TNARNG POC, where than the "Request for Drop-Off" can be initiated. The draft is due two months after completion of fieldwork.

Comments on the draft report will be returned to the Contractor within six weeks of receipt. Following receipt of these comments, the Contractor has one month or until the end of the contract (one year from initiation) to complete any changes and submit the final report.

Three (3) hard copies of the FINAL report will be submitted to cover TNARNG's needs as well as the needs of the GHPD. The preferred format for the actual report is an optical character recognition enabled .pdf, with other supporting documentation in editable file formats. All data will be in editable files that can be effectively incorporated into the TNARNG GIS system. Read-only files are not acceptable.

D. GOVERNMENT FURNISHED INFORMATION OR MATERIAL

The TNARNG shall furnish access to all requested data relevant to this project that is under its control. This will include topographic maps and environmental data about the site, if available. The TNARNG will provide access to the installation for the necessary field work; however, the Contractor must notify the TNARNG POC about the dates and times scheduled for field work on the property.

E. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

The contract work shall be performed by or under the direct supervision of personnel who are professionally qualified in archaeology as set forth in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines."

The Contractor shall furnish, except as noted, all labor, materials, equipment, tools, transportation, communications, and supplies required to complete the work in accordance with project specifications, terms of the contract, and this Scope of Work.

The contractor shall obtain all permits and authorizations that may be required to complete this contract. Copies of permits will be furnished to the TNARNG POC within 30 days of issuance.

All information and data provided by TNARNG to the Contractor is for the purpose of fulfilling this contract. This information is to be protected by the Contractor; it is not to be distributed or utilized for any other purpose under penalty of law.

Upon completion of the Project, the Contractor shall protect all maps, photographs, specimen materials, studies, surveys, inventories, evaluations, plans, and project reports obtained or collected during the course of the Contract work in accordance with all regulations, laws and statutes. Copies of reports and applicable related materials will be furnished to the TNARNG upon completion of the Contract.

Publication of results from this project is possible only with written permission and cooperation from the TNARNG Environmental Office. Any manuscript must be approved by the TNARNG POC and the TNARNG Public Affairs Office (PAO) prior to submission for publication.

F. DELIVERABLES

All maps, historic documents and other items borrowed from the TNARNG or other contractors under contract to the TNARNG are the property of the TNARNG and shall be returned to the TNARNG upon completion of this Contract. The deliverables due in fulfillment of this Contract are summarized below:

F.1 Deliverables Description

Task	Description	Deliverables
1	**Kick-Off Meeting**	a) Attend meeting b) Summary Letter (1 electronic copy)
2	**Archival Research**	a) Incorporate into report of findings b) Any materials photocopied, books purchased, newspaper articles, photographs, maps or other materials produced, acquired or obtained during the archival research.
3	**Work Plan Submission**	a) Project Work Plan detailing survey methodologies b) Copies of all permits and authorizations that are obtained during the course of the contract work
4	**Field Effort**	a) 1 copy of original field notes b) 1 copy of site maps and maps of survey areas c) 1 copy of shovel test rosters d) 1 copy of photography log e) 1 electronic copy of GPR notes and associated GIS data (see task 6) f) Incorporate into report of findings
5	**Report of Findings**	a) Draft report of findings (incorporating results of archival research, field effort and oral histories; and providing eligibility determinations for sites investigated) – one (1) electronic copy b) Final report of findings (incorporating results of archival research, field effort and oral histories; providing eligibility determinations for sites investigated; and incorporating any comments from draft documents) – three (3) hard copies
6	**GIS data**	a) Fully completed geodatabase that is FGDC compliant metadata conforming to SDSFIE requirements, and fully compatible with ESRI products. All data must be post-processed using sub-meter accuracy; UTM Zone 16N; referenced to WGS 84 datum. The data must be checked for accuracy and completeness, including feature geometry, attributes, and metadata requirements b) Updated from field check QA/QC data from TNARNG c) Populated SDSFIE compliant geo-database. d) After DRAFT, one (1) electronic copy of geodatabase for review (with 6a requests) e) FINAL copy of FINAL geodatabase f) NOTE: Templates will be provided to Contractor from TNARNG GIS if necessary
7	**Curation and Delivery of documentation**	a) All artifacts from collection b) All curation materials / artifacts, photographs / photologs, GIS data and other items collected during study

		c) All copies of field notes or other material not provided during subsequent tasks.

F.2 Deliverables Compensation

The Contractor shall be compensated based upon the following payment methodology:

Goods or Services Description	Contract Percentage
Tasks 1-3: (Kick-Off Meeting, Archival Research, and Work Plan Submission) within thirty days from kick-off meeting	**15%**
Task 4: Field Effort	**35%**
Tasks 5a, 6d: Draft Report and Draft GIS Data within two months of the completion of fieldwork	**15%**
Tasks 5b, 6e: Final Report and Final GIS within one month of the contract completion	**25%**
Task 7: Curation Materials	**10%**

G. MEETINGS AND REVIEWS

Consultations and meetings will be conducted as necessary. At a minimum, this will include:

1. Kick-Off meeting – JFHQ, Nashville, TN in-person, on-site (VTS-Catoosa) in-person if appropriate, or virtual if the conditions necessitate it.
2. Review of Project Work Plan – may be conducted in person or via phone/email.
3. Monthly progress report reviews – may be conducted in person or via phone/email.
4. Draft plan review – may be conducted in person or via phone/email.
5. Review of Final Report.

H. TECHNICAL REPRESENTATIVE

The TNARNG technical representative under this Contract is Jonathan Guilford at (629)332-6221 (jonathan.r.guilford.nfg@army.mil). All material submissions are to be sent to Mr. Guilford at the following address:

Tennessee Army National Guard
Construction and Facilities Maintenance Office – Environmental Division
ATTN: Jonathan Guilford
3041 Sidco Drive
Nashville, TN 37204-4505

The VTS Catoosa on-site POC for this project is Chief John Terry at (629) 332-8464 (john.r.terry.mil@army.mil) or MSG Robert Martin at (312)-683-4707 (robert.k.martin4.mil@army.mil). All visits to VTS Catoosa by the Contractor should be coordinated through Chief John Terry or MSG Robert Martin.

The TNARNG Cultural Resources POC is Jonathan Guilford at (629) 332-6221 (jonathan.r.guilford.nfg@army.mil).

The TNARNG GIS POC is James "Dave" Meadows at (629) 332-6270 (james.d.meadows.nfg@army.mil). GIS/GPS requests must be coordinated in advance through Mr. Meadows.

No TNARNG personnel, other than the Contracting Officer, shall have the authority to change or alter these requirements. The Technical Representative shall clarify technical points or supply relevant technical information, but no requirements in this statement of work or the SOW may be altered as a sole result of such verbal clarification.

I. PERIOD OF SERVICE

The Period of service for this contract shall be 365 days from notice to proceed.

- END OF SCOPE OF WORK -

Attachment 1. VTS Catoosa Project Map