

**Environmental Division  
2021 On-Call Contracts**

**Archaeology Services**

**DT-0330 Part II Additional Requirements**

**A. Firm and staff credentials, qualifications, and subject matter expertise. (35%)**

1. Staff qualifications and credentials: Provide in tabular form the following information for each *Archaeologist in General Charge* (Principal Investigator) and *Archaeologist in Direct Charge* (Project Director/Field Director), as defined in the *TN-SHPO Standards and Guidelines for Archaeological Resource Management Studies, October 2018*, ([https://www.tn.gov/content/dam/tn/environment/archaeology/documents/arch\\_TNSHPO\\_2018.pdf](https://www.tn.gov/content/dam/tn/environment/archaeology/documents/arch_TNSHPO_2018.pdf)), who will be assigned to TDOT projects.
  - a. Highest graduate degree, conferring institution, and year conferred
  - b. Years as Principal Investigator
  - c. Years as Field Director
  - d. Number of reports as primary author between calendar years 2018-2019
  - e. Geographic experience (yes/no)
    - i. Tennessee – East (Unaka Mountains, Ridge and Valley, Cumberland Plateau)
    - ii. Tennessee – Middle (Highland Rim, Central Basin, Tennessee River Valley)
    - iii. Tennessee - West (Coastal Plain, Mississippi River Valley)
    - iv. In the mid-South (defined as any one state or some combination of the following: TN, KY, north MS, AL, or GA, western NC, SW VA, NE AR, or SE MO)?
  - f. Formal Agency Training and Experience (yes/no)
    - i. Have completed Section 106 training?
    - ii. Have applied for and received federal ARPA permits in their name?
    - iii. OSHA (Occupational Safety and Health Administration) Training
      1. Provide list of applicable training and date of most recent completion
2. Subject Matter Expertise: Complete the table provided below to demonstrate whether firm/staff currently has expertise in the listed subject matters (based on formal training).

<b>Subject Matter</b>	<b>Expertise? (Y/N)</b>	<b>Prime, Sub, or Both?*</b>	<b>Training**</b>
Database development, management			
GIS			
Predictive modeling			
Alluvial archaeology			
Geoarchaeology/geomorphology			
General prehistoric archaeology			
General historic archaeology			
Human osteology/bioarchaeology			
Cemetery/mortuary archaeology			
Urban archaeology			
Industrial archaeology			
Cave/rockshelter archaeology			
Archaeology of the southern Appalachians			
Archaeology of the mid-South			
Consultation/coordination with Native American tribes/nations			
Preparation of Section 106 agreements (MOAs or PAs)			

\*If “yes,” note if the “prime” consultant, a “sub”-consultant, or “both” have the noted expertise.

\*\*If you mark “yes” and either “prime” or “both” for a subject matter, **briefly** note relevant formal training completed by firm staff that supports the listed expertise.

## **B. Firm capabilities and capacity to manage concurrent projects. (30%)**

1. Capabilities: Complete the table provided below to demonstrate whether firm/staff currently is experienced and capable in the listed areas and, where applicable, noting any supporting formal training for that capability.

Capability	(Y/N)	Prime, Sub, or Both?*	Training**
GPS and GIS (navigation, data collection and analysis, cartography)			
Remote sensing (aerial, terrestrial, or underwater) - Photogrammetry			
Remote sensing (aerial, terrestrial, or underwater) – Infrared Imagery			
Remote sensing (aerial, terrestrial, or underwater) - LiDAR			
Remote sensing (aerial, terrestrial, or underwater) – Unmanned Aerial Vehicles			
Remote sensing (aerial, terrestrial, or underwater) – Ground Penetrating Radar			
Remote sensing (aerial, terrestrial, or underwater) - Magnetometer			
Remote sensing (aerial, terrestrial, or underwater) – Electrical Resistivity			
Remote sensing (aerial, terrestrial, or underwater) – Electrical Conductivity			
Remote sensing (aerial, terrestrial, or underwater) - Gradiometer			
Remote sensing (aerial, terrestrial, or underwater) – Metal Detectors			
Remote sensing (aerial, terrestrial, or underwater) - Sonar			
Underwater archaeology			
3-D printing/modeling			
Curation/collections management			

\*If “yes,” note if the “prime” consultant, a “sub”-consultant, or “both” have the noted capability.

\*\*If you mark “yes” and either “prime” or “both” for a capability - in the space provided, **briefly** note any relevant formal training completed by firm staff that supports the listed capability.

## 2. Capacity

- a. Between January 1, 2018 and now, what is the maximum number of Phase I surveys firm has conducted simultaneously? Provide a brief narrative (one page or less) if needed and indicate if firm can currently perform at this same capacity and still reliably meet deadlines and maintain expected quality standards.
- b. Provide a brief description of firm’s primary laboratory facilities that will be used for projects conducted under this contract. Include information such as location

(city, state), capacity for material analysis and short-term curation for simultaneous projects.

**C. Experience and performance conducting Phase I, II, and III archaeological investigations in support of the National Historic Preservation Act for TDOT or other transportation agencies/clients. (25%)**

1. Provide in a Microsoft Excel spreadsheet (digital, not hard copy) the following information for each Phase I archaeological survey completed between January 1, 2019 and December 31, 2019 by the unit, office, or branch that will be assigned to TDOT:
  - a. Project name or other identifier.
  - b. Scheduled/estimated duration in days from the notice to proceed (NTP) to submission of draft report.
  - c. Actual duration in days from NTP to submission of draft report.
  - d. Actual duration in days from NTP to initiation of fieldwork.
  - e. Project size in acres
  - f. Number of archaeological sites expected
  - g. Number of archaeological sites identified/delineated
  - h. Of the sites identified, number recommended for avoidance or additional work.
  - i. Average site size in acres.
  - j. Client reference/point of contact and email address.
  - k. Comments to explain specific circumstances that might be useful in interpreting any of the info presented in a-j above.

Note – Do not submit information for projects that cannot be discussed or are subject to non-disclosure agreements or classified status (e.g., nuclear projects, Defense or Homeland Security). Please report each item in separate columns with cells b-i formatted as numbers with no decimal places.

2. Provide one example each of a recent Phase I survey report, Phase II testing report, and Phase III data recovery report, preferably from linear transportation related projects, if available.
3. Provide three client references, not current or past TDOT staff, who can speak to firm's performance on Phase I, II, and/or III archaeological investigations conducted in support of the National Historic Preservation Act. Contacts from other state DOTs preferred.
4. Ensure that the example projects provided in Section F of DT-0330 Part II demonstrate firm's experience, based on current staff, completing a full range of archaeological services in support of the National Historic Preservation Act. In addition to archaeological investigations (e.g. Phase I, II, and III), archaeological services may include preparation of Section 106 agreement documents, collections management, consultation/coordination with Native American tribes, public outreach, etc.

**D. Ability and availability to provide staff for long-term assignments at project locations or at TDOT Headquarters in Nashville or at TDOT Regional offices. (10%)**

Provide a description of firm's ability and availability to provide staff for long-term (30 days or longer) assignment to provide technical and administrative assistance and services at TDOT Headquarters in Nashville, at TDOT Regional offices (Knoxville, Chattanooga, Nashville, and/or Jackson), at project locations throughout TN, or from an assigned remote location. Technical and administrative services may include assisting TDOT archaeology staff with background research, report preparation, desktop/preliminary project review, tribal coordination, artifact database development/management, collections management, laboratory/curation assistance, file digitization. Note whether firm has provided similar services to TDOT or other clients (briefly provide applicable examples).