

April 22, 2024

REQUEST FOR PROPOSAL (RFP)

ARCHAEOLOGICAL AND CULTURAL SURVEYS



Summary

The Butte County Resources Conservation District (BCRCD) seeks to hire a professional archaeologist to complete a unique, approximately 200-acre survey in concert with Tribal archaeological technicians. The selected firm will complete records reviews and pedestrian surveys of sensitive or culturally significant archaeological sites, analysis, and reporting for a post-fire restoration program assisting 18-20 private landowners in the Sierra Nevada foothills of Butte County, CA (communities of Feather Falls and Berry Creek). All work will be completed in support of CEQA environmental compliance.

The selected firm will have demonstrated experience in archaeological and cultural surveys of culturally significant or historically important sites, and in working with Tribal Historic Preservation Officers (THPOs). The firm will be able to sign confidentiality agreements with the Tribes (Berry Creek Rancheria of Maidu Indians of California and Mooretown Rancheria of Maidu Indians) and will work with all Tribally owned data appropriately. The selected firm will be able to *schedule site visits nimbly* in order to complete the surveys as quickly as possible in early summer 2024. This means, with BCRCD's help, coordinating access with the diverse landowners (who are not all geographically contiguous) as well as coordinating with the Tribes to ensure at least one Tribal technician's presence on survey at all times. (It is not necessary to have representatives from both Tribes on site, just one or the other.) Tribal technicians will be paid directly by BCRCD.

Consulting services are to encompass all labor, materials, equipment, facilities, and incidentals required for the completion of the scope of work. Mileage shall not exceed the IRS rate of \$0.67/mile. Per diem shall not exceed State of California limits for 2024.

Proposal Deadline

Proposals must be received electronically (.pdf format) by 5 PM on May 10th.

Proposal Submission

Submit proposals electronically (.pdf format) to wolfy@bcrd.org and cc: forestry@bcrd.org.

Request for Additional Information

Please direct all questions to Wolfy Rougle, wolfy@bcrd.org

Timeline

Task	Deadline
Proposal Due	May 10 th , 2024
Final Scope of Work and Contract Development	May 10-15
Contract Signature	May 16
Work Can Begin	May 17 th
Work Completed	Preference will be given to firms who can complete the work by June 12, 2024.

Location and Project Overview

The requested work is located within Butte County in the footprint of the North Complex fire (2020). The project to be authorized consists of post-fire vegetation management, hazard tree removal, and fire risk mitigation including the mastication, hand cutting and piling, machine piling, removal of both standing and downed logs, and burning piles.

Contractor Tasks To be Completed

Tasks may need to be completed concurrently, not necessarily in sequence.

Task 1. Perform the required assessment of records on file at the Northeast Information Center, Chico. ½ mile search radius will be used.

Task 2. Perform Native American Consultation and Sacred Lands Search as required by State law/ CEQA.

Task 3. Collaborate with the THPOs of Berry Creek Rancheria and Mooretown Rancheria. The THPOs, whose contracts with BCRCDC will start the same day as the selected firm's, will review the project shapefile and project description furnished by BCRCDC. The THPOs will compare it to Tribal cultural resource data stored in their respective GIS. Some properties may have been surveyed by a Tribe in the last 4 years. If this is the case and no ground-disturbing activities have taken place since then, the property need not be resurveyed. The THPOs will develop a final survey plan in concert with the selected firm.

Task 4. Conduct a heritage resource surface survey of the ~200 acres in concert with the Tribal archaeological technicians.

Task 5. Write a draft report for the purposes of CEQA, including recommendations for avoiding any impacts to cultural resources. Submit for review to BCRCDC, with one round of comments from BCRCDC.

Task 5. Complete a final CEQA resource report; deliver as electronic. If archaeological sites are discovered then this document will become confidential and is not to be attached in its original form to any CEQA document.

Task 6. Costs for recording new resources or updating existing records (up to 8 hours).

Task 7. Deliver, to BCRCDC, geodata of all sites to be avoided. Geodata should be in a format readable by ESRI software (e.g., .shp, .lpx). Each feature should be identified with by a unique code that links it to its protection/avoidance measure(s) and, if applicable, its buffer distance for avoidance.

Deliverables

- Participation in project launch meeting with BCRCDC and Tribes.
- Field Survey Report
- Geodatabase of points/lines/polygons to be avoided, or treated differently, during project activities (if any resources that would be impacted by the project are found)
- List/table of recommendations to avoid sites/avoid impacts (if any resources that would be impacted by the project are found)

- Digital copies of all data collection and analysis
- Invoices

Copies of all survey or other data collected and analysis will be provided to BCRC D in electronic form (Word, Excel, PDF, or ESRI format spatial data).

Proposal Format

There is no page limit, but 10 pages or less is preferred. Concise, informative proposals are greatly appreciated.

Work Plan

Objectives: Identify and briefly discuss the specific objectives you will achieve during the project.

Work approach: Discuss in detail the activities you will conduct to fulfill the objectives and above-described project tasks. Please specifically address the work components (tasks) outlined above and elaborate as needed. Modifications can be included and should be explained. Include a schedule of how you will accomplish the tasks.

Cost Proposal

Personnel costs: Itemize by task to show the following (include subcontractors, if any; remember the Tribal technicians will not be your subcontractors, but BCRC D’s):

- Name and title
- Estimated hours per staff person, per task
- Rate per hour
- Total cost per task
- Support costs: supplies, postage, etc.
- Transportation: Travel expenses directly related to the contract services. Mileage must be charged at the current IRS rate.
- Other costs: Show costs and expenses that do not fall within the other categories.

Indemnification and Insurance

Consultant shall agree to defend, indemnify, and hold harmless BCRC D and to procure and maintain insurance before starting the work, at its own cost and expense, and maintain during the progress of the work. Consultant is solely responsible for the payment of all premiums and deductibles. Insurance coverage of the type and limits will be maintained in the following amounts:

Coverage	Minimum Limits
Worker’s Compensation	Statutory
Comprehensive or Commercial General Liability (Bodily Injury, Property Damage, Personal Injury and including independent contractors, contractual liability, product & completed operations)	\$1,000,000 Per Occurrence \$2,000,000 General Aggregate
Automobile Liability (owned, if any; non-owned; and hired): Bodily Injury, Property Damage	\$1,000,000

Consultant will provide a Certificate of Insurance naming BCRC D as an Additional Insured.

Compensation

Consultant may submit invoices monthly. Each invoice shall include a brief description of work completed to date for those tasks that are being billed for in the RFP. In addition, each invoice shall

also indicate the overall percent of work completed for all tasks specified in the RFP. Consultant shall be paid for performance under this Agreement in accordance with the terms of compensation. Billing shall be by invoice. Unless otherwise specified, payment shall be net sixty (60) days from date RCD receives payment from RCD's client.

Background and References

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management.
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period.

Include experiences with cultural surveys, analysis, and reporting, specifically those completed on CEQA projects. List at least 3 specific projects which demonstrate experience. If you have completed projects with BCRC, Mooretown Rancheria, and/or Berry Creek Rancheria before, please list the most recent project or proposal.

Include a resume of each key person to be assigned to the project. If subcontractors are to be used, include a description of those persons or firms including a description of their qualifications.



Provide a minimum of three references for similar projects, with name and phone number.

Contract Terms and Agreement

Once a contractor is selected, BCRC will negotiate a satisfactory contract and reasonable fee for the services needed. In the event a satisfactory agreement cannot be negotiated with the top ranked qualified firm, the negotiations shall be terminated with the firm and the negotiations shall resume with the remaining qualified firms in the order of their ranking.



Survey Areas for SFLAP 2024

-  Small parcels (10 ac or less) are all-yellow. For small parcels, the entire yellow area is the survey area
-  For bigger parcels, only the orange polygons (if present) needs to be surveyed.

Total survey area is about 200 acres

