



**FORT
MONROE**

Where Freedom Lives

**REQUEST FOR PROPOSALS
FOR
FORT MONROE VISITOR AND
EDUCATION CENTER
CULTURAL RESOURCE MANAGEMENT**



**FORT MONROE AUTHORITY
FORT MONROE, VA**

DEADLINE FOR SUBMISSION: MONDAY, APRIL 16, 2018 @ 2:00 PM

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1. PURPOSE

The purpose of this Request is to solicit proposals from qualified individuals or organizations interested providing exhibit design, development and implementation for the new Fort Monroe Visitor and Education Center.

The purpose of this request is to solicit proposals from qualified individuals or organizations interested in providing archaeological services to complete a Phase III Data Recovery investigation in support of renovations to the future Fort Monroe Visitor and Education Center (FMVEC). Specifically, this project will document intact architectural and occupation deposits associated with the 19th century Head Engineer's Quarters. This project will recover data in the area of effect for proposed additions and modifications to an existing building at Fort Monroe (Building 138, the Coast Artillery School Library). The selected offeror will work with the FMA Archaeologist to develop a research design and mitigation plan for the project.

Proposals will be accepted until **2:00 PM on Monday April 16, 2018**. All questions, or inquiries for additional information, shall be made in writing only to FMA Procurement Manager at ycash@fmauthority.com no later than **2:00 PM on Friday April 6, 2018**. No oral explanations, interpretations or instructions will be given before the award of the contract. Copies of all questions and their answers will be issued as an addendum prior to close of business on **Monday April 9, 2018**. It is the responsibility of the prospective bidders to verify, prior to submitting a response, if an addendum was issued.

2. HISTORY OF FORT MONROE

Fort Monroe's current boundaries encompass approximately 565 acres, including 110 acres of submerged lands and 85 acres of wetlands. The namesake stone fort was begun in 1818 and presently there are approximately 150 buildings, sites, structures, and objects contributing to the Fort Monroe



National Historic Landmark (NHL) District. The Casemate Museum, now operated by the Fort Monroe Authority, is located in the project area. The museum interprets the history of Fort Monroe and Old Point Comfort and includes the cell where former Confederate President Jefferson Davis was imprisoned in 1865. Other noted individuals associated with Fort Monroe include the Marquis de Lafayette, Chief Blackhawk, Edgar Allan Poe, Robert E. Lee, Abraham Lincoln, Benjamin Butler and Ulysses S. Grant.

The entirety of Fort Monroe is designated as archaeological site 44HT0027 and 31 loci have been identified to date. Many of the loci are considered eligible for the National Register of Historic Places and are important to our understanding of the history of Fort Monroe and Old Point Comfort. Loci identified include several prehistoric sites

dating from around 100BC to 1600AD, Colonial era features, and sites associated with the early history of Fort Monroe. While Fort Monroe is an urban site with a high amount of disturbance from modern construction and utilities, intact archaeological features, deposits, and loci are routinely encountered during ground disturbing activities.

The site was originally named Cape Comfort in 1607 by English explorers, prior to the founding of Jamestown. The first fortifications were erected in 1609. Further exploration of the James River and Chesapeake Bay led to the early renaming as Point Comfort then Old Point Comfort, the current designation. Point Comfort is the site of the arrival of the first Africans on English-occupied territory in 1619, and as a prominent site commanding the main channel in Hampton Roads, is also the site of three successive forts erected from the 1610s until the last fort was left in ruins in the 1760s. The still-standing Old Point Comfort Lighthouse was constructed in 1802 during President Jefferson's administration. Fort Monroe was built as part of the Third System of coastal defenses in the United States. The initial construction period of 1818 to 1834 was followed by subsequent work throughout the nineteenth century. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaigns in Virginia and along the Atlantic.

In 1861, Commanding General Benjamin Butler gave refuge to three runaway slaves, declaring them Contraband of War. The decision earned the site the name Freedom's Fortress and was a significant milestone in the prelude to the 1863 Emancipation Proclamation. During the course of the War, more than 10,000 slaves sought refuge at Freedom's Fortress. Efforts to educate this newly freed population led to the founding of Hampton Institute, now Hampton University.

Before and after the Civil War, Fort Monroe housed the Army's first field schools of military education, for the coast artillery and eventually became the location of the Army Coast Artillery School. The use of Fort Monroe and Old Point Comfort for coastal defense changed as military technology improved. In the 1890s, fifteen (15) large concrete batteries were erected at Fort Monroe, including some on top of the ramparts and outer works of the stone fort. During both world wars, Fort Monroe played a key role in the defense of the Virginia coasts and as a marshalling point for troops.

Fort Monroe served as the headquarters for the US Army Training and Doctrine Command. In 2011, as part of the 2005 Base Realignment and Closure Act (BRAC), Fort Monroe was deactivated as an active military base. In 2013, the US Army quitclaimed a majority of the property to the Commonwealth of Virginia.

A. THE FMA

The Fort Monroe Federal Area Development Authority (FMFADA) was created by legislative action of the Virginia General Assembly in 2007. The Fort Monroe Authority (FMA) is the successor in interest by law to the FMFADA as the result of legislation passed in 2010 and is led by a 12-member Board of Trustees. The FMA is the Local Redevelopment Authority (LRA)

recognized by the Department of Defense and is charged with implementing reuse, preservation and the future evolution of this priceless historic treasure.

As the redevelopment and management authority responsible for the most intensely developed part of Fort Monroe, the FMA is responsible for the BRAC-compelled transition to civilian uses, environmental and civil systems management, historic preservation, residential and commercial property management and leasing, educational and recreational public programming, and tourism. The 2008 reuse plan containing the conceptual vision for the future Fort Monroe was updated in 2013 by a Master Plan for the FMA-managed areas of Fort Monroe. Approximately half of Fort Monroe was designated a National Monument on November 1, 2011 and is to be managed by the National Park Service (NPS).

There are five key elements to the approved reuse plan that remain central to all future planning efforts:

- Respect the site's historic assets
- Open the site to the public
- Achieve economic sustainability
- Create an open space park
- Allow new development under strict limits



B. HERITAGE ASSET MANAGEMENT

The majority of the site was named a National Historic Landmark (NHL) District in 1960. As part of the base reuse planning process, the U.S. Army, the State Historic Preservation Officer (SHPO), and other federal and state entities including the NPS and the FMA entered into a Programmatic Agreement (PA) under Section 106 of the National Historic Preservation Act (NHPA). The PA recognized the US Army's federal role in the closure of Fort Monroe and specifies actions by the Army and other parties to mitigate the closure's effects on historic properties covered by the NHPA and established future requirements in order to avoid, minimize, or mitigate adverse effects of the site redevelopment of historic properties. The Fort Monroe PA is located online at: http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC_AGREEMENT.pdf

The FMA is also a party to a state-level Memorandum of Understanding (MOU) among the Governor of Virginia, Secretary of Administration and Department of Historic Resources (VDHR) for the redevelopment and management of Fort Monroe. The MOU also set forth the Commonwealth's responsibilities to ensure that all rehabilitation, renovation, maintenance, and development activities are carried out in a manner consistent with Fort Monroe's status as a

National Historic Landmark District. The Fort Monroe MOU is online at: <http://www.fmauthority.com/wp-content/uploads/MOU-12-5-11.pdf>

C. REAL ESTATE

The objective of the real estate department is to utilize the assets and land to create an economically viable place to live, play, work, learn, and visit. Given the NHL status of the site, new construction will be strictly limited in amount, height, and design. The historic buildings will be adaptively and creatively reused with some considered for use in organized cultural programs for the public. As part of the BRAC process, Fort Monroe's transition from an active military base to a small community continues to involve many stakeholders, and requires public notification and engagement in the management of public resources. The Fort Monroe Authority currently leases and manages approximately 168 single-family homes, duplexes and apartments on the property. The FMA's commercial property management and leasing service contractor is actively securing tenants for the office, industrial, and special purpose properties.

D. SPECIAL EVENTS AND PUBLIC PROGRAMS

The rich heritage of Fort Monroe and Old Point Comfort forms the foundation for special events, educational and interpretive programs at the site. Fort Monroe presently offers a wide variety of recreational opportunities for residents, workers, and visitors to the site. Fort Monroe faces the entrance to the Chesapeake Bay and Hampton Roads Harbor, boasts water on three sides, and has 3.2 miles of benches and paved walking surfaces along the Bay. The Mill Creek side of the property is suitable for canoeing, sculling, small boat usage, and is home to many birds.

Other amenities include:

- 332 slip marina with 31,400 square feet of support space
- Special event venues
- A travel park for recreational vehicles
- Casemate Museum, Fort Monroe moat, and coastal defense batteries

Special events at Fort Monroe create unique opportunities for collaboration on historic interpretation, resource management and fundraising. Presently a multitude of special events occur on the property bringing approximately 100,000 visitors to the site annually.

E. CASEMATE MUSEUM

Within the fort is the Casemate Museum, which chronicles the military history of Fort Monroe from the construction of Fort Algernonne, the first defensive fortification at the site in 1609, through the last major command to be headquartered at Fort Monroe, the Army's Training and

Doctrine Command. The Casemate Museum is operated by the Authority and receives approximately 50,000 visitors annually. The museum features the room where Jefferson Davis was held briefly as prisoner following the American Civil War, highlights the 1861 “Contraband of War” decision that granted three enslaved men, and thousands who followed, sanctuary at Fort Monroe, earning it the nickname “Freedom’s Fortress.” The Casemate Museum is self-guided and free of charge. Guided tours are available for groups by reservation. The Casemate Museum serves the Jr. Ranger Program and other support and resources for NPS.

3. NATIONAL PARK SERVICE

Fort Monroe is jointly managed under a cooperative management agreement between the FMA and the NPS. By presidential proclamation on November 1, 2011, a portion of Fort Monroe was declared to be the Fort Monroe National Monument (FOMR). The purpose of FOMR is to preserve, protect, and provide for the appropriate public use of the historical, natural, and recreational resources of the site. By letters from the Governor of the Commonwealth (Governor) to the Secretary of the Interior dated September 9, 2011 and March 20, 2015 the Governor agreed to convey a portion of Fort Monroe to the NPS upon the terms and conditions set forth therein, one of which was shared access and services at Fort Monroe to further the establishment of FOMR.

The National Monument will eventually include varying levels of ownership of the moat, the stone fort, the parade grounds inside the moat and 235 acres in North Beach. On August 25, 2015, 121 acres of Commonwealth owned land were transferred to the NPS including 112 acres of the North Beach area as well as the 8.6 acre Parade Grounds, and several buildings.

After all planned land transfers and boundary expansions are complete, the NPS will manage approximately 279 acres of land owned by the U. S. Department of the Interior. The Fort Monroe National Monument Boundary includes the 279 acres of federally-owned land plus approximately 97 acres of state-owned land under a grant of historic preservation and access easement.

The Fort Monroe National Monument Foundation Document can be found at <https://parkplanning.nps.gov/fomrfoundation>.

All excavations will take place on Commonwealth of Virginia owned property at Fort Monroe. The area of excavation is within the easement area for a Historic Preservation and Access Easement held by the National Park Service. Under this easement, the National Park Service is provided the opportunity to review and comment on the proposed research design, will be notified when excavations commence and end, and will be provided a copy of any reports produced for this project.

The Service Contract Act is not applicable.

4. FORT MONROE VISITOR AND EDUCATION CENTER

The FMA is currently working on the renovation of the former Coastal Artillery School Library into the Fort Monroe Visitor and Education Center. This T-shaped two-story brick Classical Revival building was erected in 1909 and is part of the listing for the Fort Monroe National Historic Landmark (NHL) District. The Fort Monroe Visitor and Education Center will serve as the arrival point for all visitors to the property. The FMVEC will include an orientation room and two exhibit areas on the first floor. Two additions are planned to the rear of the facility.

5. APPLICABILITY OF THE A/E MANUAL

For the purpose of this RFP, the FMA adopts the applicable portions of the Department of General Services, Division of Engineering & Buildings, Bureau of Capital Outlay Management Construction & Professional Services Manual – 2017 (Chapters 1 thru 10 including Appendices A thru Z, and all revisions thereto, shall be called the “A/E Manual” for identification), which shall be incorporated into the Contract except as amended or superseded in the Contract or an addendum thereto.

6. LAND USE ENTITLEMENTS AND PERMITTING

The FMA as a political subdivision of the Commonwealth of Virginia is solely responsible for all land use entitlements, and it will coordinate with Virginia Uniform Statewide Building Code officials or their designees regarding plan checking, building permits, dig permits, permit inspection, and issuance of certificates of occupancy for all buildings as may be required. As needed, the FMA will coordinate with other agencies having jurisdiction regarding permits for construction activity at Fort Monroe, including the Army Corps of Engineers for any projects impacting wetlands.

Changes to historic structures or landscapes will be subject to review and approval by the State Historic Preservation Officer in the Virginia Department of Historic Resources (see also “Draft Historic Preservation and Design Standards”). A Fort Monroe Historic Preservation Officer on site at the FMA will coordinate this process.

7. SCOPE OF SERVICES

The selected offeror will complete a Phase III Data Recovery investigation in support of renovations to the future Fort Monroe Visitor and Education Center. Specifically, this project will document intact architectural and occupation deposits associated with the 19th century Head Engineer’s Quarters. This project will recover data in the area of effect for proposed additions and modifications to an existing building at Fort Monroe (Building 138, the Coast Artillery School Library). The work described in this Scope of Work is necessary to document and mitigate adverse effects of the proposed ground disturbance required for the FMVEC Project.

This project will:

- Investigate and perform data recovery excavations within the area of the DeRussy House outbuildings and work yard space which will be affected by the proposed modifications to Building 138 (primarily in the area of the southern addition)
- Investigate potential routes for proposed utilities across the Building 138 parking lot to reduce or avoid effects to the main portion of the DeRussy house by identifying and following paths of existing utility trenches
- Investigate potential archaeological effects of excavations of the north side of Building 138

A. BACKGROUND

The Head Engineer's Quarters were constructed in the early 19th century and served as the home for the family of Brig. General Rene DeRussy for much of its use. Historic records suggest that the building was originally constructed circa 1817 as a Lime House, producing lime based mortar for the construction of Fort Monroe. By the 1830s the lime house was converted into quarters for the head engineer in charge of the works at Fort Monroe. In the interim, historic maps and records suggest that the structure may have also been used as a "Convict's Prison" for military convicts working on the construction of the Fort. The structure was originally a single story building measuring approximately 100 feet long and 25 feet deep. It was expanded in the 1830s to two stories, a two story front porch was added, and single story connected outbuildings were constructed in the rear of the building.

Gen. DeRussy was assigned to Fort Monroe in 1838 and took up residence in the structure. DeRussy served as head engineer at Fort Monroe until the 1860s. General DeRussy died in 1865 while serving as engineer at Fort Point in San Francisco, CA. His widow and their family continued to occupy the house at Fort Monroe after his death until the 1890s. The building was demolished circa 1910, around the time of the construction of the Coast Artillery Library building.

The Coast Artillery School Library (Building 138) was constructed in 1910. It is a two-story building with a partial basement. The building consists of a rectangular main portion of the building which historically housed reading rooms and study areas and a rear ell which served as the stacks of the library. Proposed additions to the building for Fort Monroe Visitor and Education Center will be located north and south of the stacks ell (to create a rectangular footprint for the building). This project will focus primarily on the effects of the building additions but will also address additional effects from modified utility connections to the building.

In 2017 the FMA Archaeologist completed a Phase I investigation of the DeRussy House site as part of early identification efforts to understand the effects of the proposed Visitor and Education Center project. These investigations were able to (1) uncover intact architectural

features associated with both the main DeRussy House building and the connected outbuilding, (2) establish the boundaries of the site using geo-referenced maps and plans of the structure in conjunction with identified belowground features, and (3) provide a recommendation of potential significance. Based on the results of this investigation, it was determined that data recovery excavations would be necessary for this project and that the site is potentially eligible for the National Register of Historic Places under Criterion D.

The Phase I investigation established that there was a maximum of approximately two (2) feet of historic fill above the intact architectural elements of the DeRussy House outbuildings with fill amount decreasing further from Building 138 (the foundation for the rear elevation of the main house is under approximately 0.5 feet of fill). The historic fill include demolition materials from the DeRussy house (consisting of dense deposits of brick, granite, mortar, and plaster) and construction materials from Building 138 (consisting of discarded building materials).

Offerors should note that a final, technical report of Phase I investigations at this site is forthcoming and will be complete prior to initiation of the project. A copy of the initial summary report will be provided to Offerors attending the mandatory pre-bid meeting.

The area of potential effect that will need to be investigated under this project include two building additions to Building 138 and trenches for several new utilities. Architectural and engineering drawings for the proposed work have been included as Appendix B of this document.

B. AREAS OF INQUIRY

This project will have four (4) main points of investigation:

- Data recovery excavations in the area of the DeRussy House outbuildings and work yard space which will be affected by the proposed modifications to Building 138 (in the area of the southern addition, an approximately 35 foot by 35 foot area). In this area the project will address research design questions to be developed with coordination between the FMA Archaeologist and the selected offeror. These research questions should focus on the design, layout, and use of the outbuildings; the use of the work yard space; and occupation of DeRussy house and outbuildings by the DeRussy family and associated servants or enslaved workers.
- Testing for potential routes for proposed utilities across the Building 138 parking lot to reduce or avoid effects to the main portion of the DeRussy house by identifying and following paths of existing utility trenches. The project has proposed several new utilities running to Building 138 that will need to cross the archaeological site. Phase I investigations identified an existing communications utility trench which has impacted the outbuilding foundation and may have intersected/impacted the main house foundation. This project will establish whether previous installation of this communications utility has

damaged the main house foundation and, if so, whether that path can be utilized by the new proposed utilities to avoid further effects to the archaeological feature.

- Testing for potential archaeological effects of excavations of the north side of Building 138 (an approximately 35 foot by 35 foot area). Historic records research and understanding of existing utilities in the area of effect suggest that the potential for intact archaeological deposits in the area of the proposed north addition is low. This project should explore the area of potential effect for this project via a limited Phase I investigation and provide recommendations for any additional excavations that may be necessary (further testing, monitoring of excavations, etc.).
- Testing to determine the presence of any unidentified prehistoric elements of the site. The Phase I investigation recovered two (2) small, quartz flakes which may suggest a prehistoric element to the DeRussy House site. Excavation beyond historic deposits may be necessary in some areas to confirm or eliminate the possibility of a prehistoric element to the site.

C. SCOPE OF ARCHAEOLOGICAL INVESTIGATION

The selected Offeror will be required to perform the following tasks:

Pre-Fieldwork Administration and Research

- Attend start-up meeting at the project site to discuss project logistics, site safety, schedule, and any other issues relevant to the successful execution of this scope of work
- Perform a program of background research adequate to interpret the results of the archaeological investigation based on the guidelines of the Virginia Department of Historic Resources. This research will likely require a combination of primary and secondary sources. The FMA has completed some primary source research which will be provided to the selected offeror. A bibliography of some applicable secondary sources is included as Attachment A.
- Perform research and analysis adequate to fully integrate the results of this project with previous investigations
- Apply for and receive a Permit to Conduct Archaeological Investigations on State-Controlled Land, in cooperation with the FMA Archaeology and Fort Monroe Historic Preservation Officer
- Apply and receive an FMA Ground Disturbance Permit

Fieldwork

- Perform field excavations, as proposed, to accomplish the archaeological objectives of this project.
- Excavate all testing areas according to natural stratigraphic levels. All soils will be hand excavated and screened through ¼" mesh for the recovery of artifacts and ecofacts, unless a different recovery method (i.e. waterscreening through 1/16" mesh or soil

- flotation). Mechanical excavation is possible dependent upon the research design goals, area of excavation, and methodology. Offerors should provide justification for any proposed mechanical excavation of historic fill deposits above the house foundations.
- Draw measured stratigraphic profiles of each unit and plan drawings of any identified feature (including architectural features and soil features).
 - Complete standardized field forms for each deposit to document the soil type, texture, composition, and color (including Munsell color designations); type of deposit, and artifacts found for each natural and cultural stratum excavated. Copies of these field forms will be provided to the FMA Archaeologist at the conclusion of the project in a mutually agreed upon format.
 - Photograph all stratigraphic transitions and test unit profiles. Digital files of photographs will be provided to the FMA Archaeologist in a mutually agreed upon format.
 - Map and document all testing locations as well as notable features using a Total Station. Total Station data will be provided to the FMA for entry into their GIS database in a mutually agreed upon format.
 - Back fill all units to existing site grade.

Artifact Cataloging and Curation

- Catalog and prepare for curation all artifacts, ecofacts, soil samples, and supporting documentation (field notes and forms, maps and drawings, and other paper records) associated with the project to Virginia Department of Historic Resources curation standards.
- Produce a written catalog of recovered materials in accordance with FMA/Casemate Museum Archaeological Collection cataloging protocol. Specific instructions for cataloging recovered materials and preparation of archaeological collections for curation will be provided at the project start up meeting.
- Return all artifacts, ecofacts, photographic records, drawings, field notes, samples, and all other materials associated with the project documentation to the Fort Monroe Authority upon completion of the project. These materials will be received by the FMA Archaeologist. All documentation will be supplied in a form acceptable for long-term archival storage. Paper records will be supplied on archival-quality paper stock. All recovered artifacts will be delivered in corrugated, vented boxes (new and acid-free in composition such as Hollinger Record Storage boxes or equivalent). Artifacts within the boxes will be packaged in new, labelled, zipper-sealed polyethylene bags of 4mil or greater. Artifacts are to be packaged separately by catalog number with an archival quality label in each bag carrying the identifying number.

Reporting

- The selected offeror shall be responsible for preparing a report that fully documents the archaeological investigation described in this scope of work. The report must fully integrate the results of this archaeological investigation with prior investigations and must include a detailed statement of significance, or lack thereof, for all archaeological resources identified during this project. The report should include clear, detailed drawings of architectural and soil features uncovered by the investigation. The report must meet Secretary of Interior Standards for Archaeological Documentation as well as requirements of the Permit to Conduct Archaeological Investigations on State-Controlled Lands.

Required reports will include:

- A Management Summary outlining the methods and results of the excavation shall be delivered within two (2) weeks of completion of all field investigations. This summary will include adequate graphics to allow for interpretation of the project results and must contain a map showing the location of all test units excavated. It shall make recommendations for the project moving forward including: whether adequate data recovery has been completed to allow for commencement of construction, whether additional testing is needed in the area of potential effect, and whether the site is NRHP eligible. This report will be reviewed by the FMA Archaeologist and Historic Preservation Officer and provided to VDHR and other consulting parties for review and comment.
- A draft report consistent with the Secretary of Interior Standards for Archaeological Documentation (LINK) and Virginia DHR guidelines shall be prepared following completion of all fieldwork and adequate laboratory work to support the reported results. This draft will be provided to FMA with # OF DAYS of the completion of fieldwork. The draft shall carry pagination, will be complete in every respect, and will meet all content requirements stated in this scope of work and in the prepared research design for the project. The draft final report drawings shall include English (engineer) and metric scales. Final drawings shall be rendered at a scale adequate to fully document the site and work accomplished.
- A final report incorporating all changes made in response to all FMA, NPS, and Virginia DHR review comments. This document shall be fully illustrated with maps, photographs, and appropriate illustrative figures. It will include a complete artifact catalog as an appendix. The contractor shall make any required changes to the draft report within 30 days of receipt of review comments and submit a final report to the FMA and Virginia DHR (per the requirements in the permit). A total of three (3) spiral bound copies of the report, printed on archival quality paper, and two (2) digital copies shall be required for this project (1 print and 1 digital will be submitted to DHR under the terms of the Permit to Conduct Archaeological Investigations on State-controlled Land).

D. GENERAL STIPULATIONS

The selected offeror shall provide all personnel, equipment, and services to safely perform all tasks necessary to complete the fieldwork, curation, cataloging, and reporting as described in the scope of work.

All supervising staff, to include Principal Investigator, Field Director, and Lab Director, must meet Secretary of Interior professional qualification standards for Archaeologist. An SOI qualified archaeologist must be present on site during all field excavations. Excavations will be terminated until that person, or an agreed upon replacement, is on site. The FMA will not be responsible for any costs incurred by the contractor as a result of suspension of work from the absence of a qualified supervisor. The contractor must provide evidence that the personnel responsible for cataloging artifacts have adequate training and experience to ensure successful completion of this task.

All work shall be technically accurate, performed according to accepted professional guidelines, and in compliance with all appropriate state and SOI guidelines.

The contractor shall provide professional support to the FMA for all required project consultation and coordination with Virginia DHR.

Given Fort Monroe's historic use, unexploded ordnance could be uncovered. In the event of such discovery, work shall be immediately halted at the location and the contractor will call 911 and promptly notify the FMA Archaeologist. The FMA operates a program of munitions awareness and education training, all personnel performing excavations for this project must complete a "tail gate" briefing on munitions awareness prior to project start.

The potential for human remains exists, though there have been no recorded burials in the project area. In the event of such discovery, work shall be immediately halted at the location and the contractor will promptly notify the FMA Archaeologist. Archaeological work in that location will not resume without approval from the FMA Archaeologist. Discovery of human remains will require completion of an unanticipated discovery report to be submitted to DHR, NPS, and other consulting parties within 48 hours of discovery. The removal of human remains requires additional permits from DHR.

The contractor must provide a safety plan. All applicable OSHA safety standards shall be followed. As needed, the contractor shall be responsible for designing the excavation in a way that OSHA requirements regarding work at depth are followed.

The contractor shall be responsible for covering open excavations with safe, secure coverings at night and when excavations are not in progress. Open excavations shall be covered in a way to

deter water pooling and water damage to the excavations. Temporary fencing or barriers may be installed to keep the public away from the excavations.

The contractor shall be responsible for contacting MISS UTILITY to identify locations of any buried utilities that may be present within the project area. This must be done at least 72 hours before fieldwork begins.

8. PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be held.

A **MANDATORY** pre-proposal conference will be held at Fort Monroe for interested Offerors.

DATE:	Monday, April 2, 2018	TIME: 1:00 PM
LOCATION:	Building 27, 66 Ingalls Road, Fort Monroe, VA 23651	
R.S.V.P:	Response requested by: Friday March 31, 2018 at 1:00 PM	
	Respond by email to: ycash@fmauthority.com	

9. PROPOSAL PREPARATION AND SUBMITTAL

In order to be considered for selection, Offerors must submit a completed response to the RFP. Failure to provide the requested information may be grounds for rejection of the proposal. **ONE UNBOUND ORIGINAL, TWO (2) BOUND copies and ONE (1) electronic version on Compact Disc (CD) as a single PDF file** of each proposal must be submitted to the FMA. No other distribution shall be made by the Offeror. Flash drives or other memory media are **NOT** acceptable. **Proposals shall be limited to 50 sheets of 8-1/2" x 11" paper including cover pages, dividers, references, required forms, etc.** FMA furnished forms shall not be altered in any way.

A. Proposals shall be signed by an authorized representative of the Offeror. All information requested shall be submitted. Failure to submit all information requested may result in the Offeror receiving a lowered evaluation. Submittals which are substantially incomplete or lack key information may be rejected by the FMA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

B. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The submittal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the FMA is unable to find where the RFP requirements are specifically addressed.

D. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

E. Ownership of all data, materials, and documentation originated and prepared for the FMA pursuant to the RFP shall belong exclusively to the FMA and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

10. SPECIFIC INSTRUCTIONS

Proposals should be as thorough and detailed so that the FMA may properly evaluate the Offeror's capabilities to provide the required Scope of Services. Offerors are required to submit the following items as a complete proposal.

- A. **One (1) completed RFP submittal sheet, Attachment B**, signed and filled out as required. The completed RFP submittal sheet shall not be included within the bound Proposals but shall be readily visible when the box, envelope or package is opened. The RFP submittal sheet is used for identification and tracking after submittal packages are opened. Failure to include the completed, signed submittal sheet as directed herein may be cause for rejection.
- B. Professional References, Attachment C
- C. A brief profile of your firm to include firm history, years in business, and any other qualifications that demonstrate the ability to deliver the services requested herein.
- D. An outline of your staff's organization with resumes of key individuals. Once approved, project personnel shall be assigned for the duration of the project unless their removal is requested by FMA or employee termination.
- E. Describe how your team will approach this project. Include a project schedule that identifies the start date, work structure, critical milestones, critical path and completion dates. Identify process for handling unforeseen events, delays and conflicting opinions among staff and stakeholders involved.
- F. Samples of similar projects completed in the last 5 years. Supply a minimum of three project profiles with supporting photographs demonstrating similar work.
- G. All forms shall be signed by an authorized representative of the Offeror.

11. EVALUATION CRITERIA

Proposals will be evaluated on the basis of submitted materials alone. Proposals will be evaluated using the following criteria:

	<u>SERVICE</u>	<u>POINTS</u>
1	Demonstrated experience developing Phase III Data Recovery research designs and mitigation agreements.	20
2	Demonstrated experience working on Commonwealth of Virginia controlled historic sites including the successful receipt and execution of DHR-issued permits and consultation with DHR and site stakeholders.	20
3	Demonstrated experience working with complex, urban, multicomponent archaeological sites.	20
4	Qualifications of the team selected to work on the project.	10
5	Project schedule.	15
6	Price (<i>include separate price for back filling all units to existing site grade, see Scope of Work, Fieldwork.</i>)	10
7	Certified SWaM	5
TOTAL		100

12. AWARD OF CONTRACT

FMA reserves the right to utilize any or all of the components in the proposals and thereby contracting with more than one Offeror to undertake specific activities. Selection shall be made of the Offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria noted above. The Authority may cancel this Request for Proposals or reject all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was deemed to be most advantageous (11-65D, Code of Virginia.)

The award document will be a contract incorporating by reference the applicable requirements, terms and conditions of the solicitation, and the Offeror's proposal. A/E Term Contracts are not exclusive. The Authority may issue separate RFPs for similar work and other projects as the need may occur. The Authority may issue Term Contracts to not more than four of the fully qualified and best suited firms interviewed from a particular A/E Term Contract RFP advertisement and selection process. When

multiple awards are made, FMA shall have an established procedure for distributing the Project Orders among the Term Contractors during the contract term.

13. ATTACHMENT A – Select Secondary Source Bibliography

Select Secondary Source Bibliography

These select sources will provide foundational information about the history of Old Point Comfort and Fort Monroe as well as an introduction into past archaeological investigations at Fort Monroe and in the project area. Additional reports are available for other loci of site 44HT0027.

Balicki, Joseph, Charles D. Cheek, Stuart Fiedel, and Dana B. Heck

1999 *Phase I Archaeological Investigations at Fort Monroe and Old Point Comfort (44HT27), Hampton, Virginia*. John Milner Associates, Inc. Submitted to the Directorate of Engineering and Housing, Fort Monroe.

Gardner, William M. Gwen J. Hurst, and John P. Mullen

2000 *Phase II Archaeological Evaluations of Loci 6, 8, 16, and 19, 44HT27, Fort Monroe, Hampton, Virginia*. Thunderbird Archaeological Associates, Inc. Submitted to Engineering and Environment, Inc.

Henderson, Samantha J.

2018 *Summary Report: Fort Monroe Visitor and Education Center Phase I Investigation*. Submitted to Virginia Department of Historic Resources.

Lee, James and Susan Hollister

2016 *Historic Structure Report: Casemate Museum, Fort Monroe National Historic Landmark & Fort Monroe National Monument, Fort Monroe, Virginia: Part 1*. Historic Structure, Research and Documentation Branch, Historic Architecture, Conservation, and Engineering Center, National Park Service, Northeast Region. Prepared for: Fort Monroe Authority

Lucchetti, Nicholas M and Robert Haas

2010 *Archaeological Resource Analysis of Fort Monroe, Hampton, Virginia*. James Rivers Institute for Archaeologist, Inc. Prepared for and submitted to Fort Monroe Federal Area Development Authority.

Wampler, Marc E., Mathia N. Scherer, and Richard J. Stallings

2014 *Archaeological Overview Fort Monroe National Monument*. AMEC Environment and Infrastructure, Inc. Prepared for Dr. James Kendrick and Ms. Kirsten Talken-Spaulding, National Park Service.

Weinert, Richard P. and Robert Arthur

1989 *Defender of the Chesapeake: The Story of Fort Monroe*. White Mane Pub. Co: Shippensburg, PA.

14. ATTACHMENT B – PROPOSAL/QUALIFICATION SUBMITTAL SHEET

Fillable version of Attachment B is available for download.



PROPOSAL/QUALIFICATION SUBMITTAL SHEET

One (1) completed copy required with proposal or qualification submission.

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FORT MONROE AUTHORITY VISITOR AND EDUCATION CENTER CULTURAL RESOURCE MANAGEMENT

Proposals will be received until: at 2:00 PM

Proposals should be sent to: Fort Monroe Authority
20 Ingalls Road, Fort Monroe, Virginia 23651
Attention: Procurement Manager

All Inquiries for information should be made only **in writing** to FMA Procurement Manager at: ycash@fmauthority.com

Period of Contract:

In compliance with this Request and all conditions imposed herein, the undersigned offers and agrees to furnish the services in the attached signed Proposal or as mutually agreed upon by subsequent negotiations.

Company Name:

Address:

City: State: Zip Code:

Email:

Phone: SWaM:

Virginia Contractor License Number:

Signature: Date:

Typed or Printed Name:

Typed or Printed Title:

Acknowledge Addendum Number(s):

FOR FMA USE ONLY

Number

Virginia State Corporation Commission ("SCC") registration information: The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number:

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

NOTE

Check this box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Authority reserves the right to determine in its sole discretion whether to allow such a waiver).

15. ATTACHMENT C – PROFESSIONAL REFERENCES

Fillable version of Attachment C is available for download.



PROFESSIONAL REFERENCES

RFP
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Provide three (3) pertinent professional references.

Submitted by (Firm Name):

Submitted for (RFP Title):

Reference 1

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone:

Reference 2

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone:

Reference 3

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone: