

**Town of Arlington
Historic & Cultural Resources Working Group**

RFP 21-48

REQUEST FOR PROPOSALS
Arlington Town-wide Archaeological Reconnaissance Survey

Date of Advertisement:

September 30, 2021

PROPOSALS DUE:

Thursday, October 28, 2021, 1:00 pm

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476

For further information, please contact:
Ms. Kelly Lynema, Senior Planner, Town of Arlington,
at 781-316-3096

klynema@town.arlington.ma.us

**TOWN OF ARLINGTON, PURCHASING DEPARTMENT
730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476**

REQUEST FOR PROPOSALS

**Arlington Town-wide
Archaeological Reconnaissance Survey**

I. INTRODUCTION

The Town of Arlington (Town) is seeking proposals from qualified historic preservation consultants to:

- conduct a town-wide reconnaissance-level archaeological survey to record and document known and probable locations of archaeological resources associated with patterns of ancient and historical activity in Arlington, and
- to provide the town with professional recommendations for archaeological resource management, which will allow more effective protection of significant archaeological resources in the town through public permitting and approval processes and through efforts at land acquisition, protection, and public education.

This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a ten-month period:

- Phase I—Research and Fieldwork: Identify archaeological resources and other relevant documentation available for the project, develop communication and educational component of the project.
- Phase II—Archaeological Resource Management: Develop draft archaeological resource management recommendations, draft maps, and user's guide to archaeological sensitivity maps. Conduct reconnaissance survey at the Old Burying Ground and the Prince Hall Cemetery to identify and document locations that are archaeologically sensitive for unmarked graves, buried grave markers, and other important archaeological features and deposits, and provide recommendations for future projects proposed at the cemeteries consistent with preservation planning approaches, standards, and guidelines.
- Phase III—Recommendations: Finalize archaeological resource management recommendations, develop draft Archaeological Reconnaissance Report, finalize maps and user's guide.
- Phase IV—Production of final products and report, submission of the materials to the Town and to the Massachusetts Historical Commission.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the

members of the Historic & Cultural Resources Working Group (HCRWG) and reviewed/ranked using the Comparative Evaluation Criteria listed herein. Activities will commence immediately upon the Town's selection of a proposal and issuance of a Notice to Proceed. Proposers must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$60,000, and the project will commence in November of this year.

All questions regarding this Request for Proposals must be received by the Town no later than 4:00PM on Thursday, October 14 and addressed to the attention of Kelly Lynema, Senior Planner, Town of Arlington, and may be e-mailed to klynema@town.arlington.ma.us. If emailed, the subject line must state "RFP Town-wide Archaeological Reconnaissance Survey".

II. PROJECT AREA

The project area will include the town of Arlington, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded in part by the Town of Arlington Community Preservation Act.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

Within Arlington there exists a wealth of unique, historic locations that serve as visual landmarks and provide valuable public spaces for the community. The town has been a good steward of its historic buildings, parks, and cemeteries, engaging in numerous restoration projects at these properties and designating many of its civic buildings in local historic districts. The Town has also completed planning studies for several of its historic sites to document conditions and identify preservation needs. However, there has not to date been an equivalent study or documentation of Arlington's archaeological resources. The Town seeks to explore and honor the lesser-known history of Native American peoples who occupied in ancient and historical times the area within the current municipal boundaries. As the 250th anniversary of the American Revolution approaches, the Town seeks a better understanding of known and potential archaeological resources associated with first colonist-settler (1620-1676), colonial (1676-1776), and federal period (1776-1830) settlement and land use. Significant archaeological resources related to later historical period occupation and land use through the late industrial period (1830-1915+) are also of interest to the Town. More locationally focused goals are to provide reconnaissance-level survey and professional preservation and public historical interpretation recommendations for two historic cemeteries (Old Burying Ground and Prince Hall Cemetery), for the Mill Brook Corridor, for industrial areas near Spy Pond, for Elizabeth's Island, and for town-owned recreational areas.

Arlington's Master Plan Implementation Committee's Historic and Cultural Resources Working Group (HCRWG), with assistance from the Department of Planning and Community Development (DPCD), completed an Historic Preservation Survey Master Plan in April, 2019¹.

¹ Historic Preservation Survey Master Plan, 2019: <https://www.arlingtonma.gov/home/showdocument?id=48668>

The scope of the Survey Master Plan was confined to above-ground, or nonarchaeological, historic resources; a comprehensive study of the town's archaeological resources has not, to this date, been conducted. As a result, a top priority identified in the plan is to create a Town-wide Archaeological Reconnaissance survey.

The Survey Master Plan notes that the town has identified several above ground resources, which are represented in the town's inventory, but there are a number of undocumented archaeologically sensitive historic and cultural landscapes, including Mill Brook, industrial areas near Spy Pond, Elizabeth's Island, and town-owned recreational areas. The Town-wide Archaeological Reconnaissance Survey will fulfill a priority of the Survey Master Plan and lay the groundwork for potential additional protections of these historic assets, if necessary (pg. 56). The project will also fulfill a goal of the Mill Brook Corridor Report², by identifying the locations of many mill sites, dams and mill ponds that were active during the 17th through early 20th centuries, as well as providing an archaeological context by which to "highlight the heritage landscape of the entire Mill Brook watershed from Arlington's Great Meadows in East Lexington to the Lower Mystic Lake" (pg. 36).

This project will also help achieve the first objective listed in the State Historic Preservation Plan (2018-2022), which addresses the development of town-wide historic and archaeological resource inventories, as well as with Goal 4, Protecting Archaeological Sites, a key objective of which is to "prepare comprehensive, community-wide archaeological surveys with qualified consultants and in partnership with the MHC" (pp. 2-12).

The selected consultant for this project will work with the HCRWG and staff from the DPCD. The HCRWG is comprised of members from key historical commissions and committees in town which rely on the MHC inventory—the Historic Districts Commission and the Arlington Historical Commission—as well as the Arlington Historical Society. These commissions have a vast knowledge of the town's historic resources and substantial experience promoting historic preservation efforts throughout Arlington.

V. PROPOSAL REQUIREMENTS

Five (5) copies of the proposal must be furnished to the Purchasing Officer for review by the HCRWG. The overall proposal must include:

A. Technical Requirements - to be submitted in Envelope A

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in

² Mill Brook Corridor Report, 2019: <https://www.arlingtonma.gov/home/showdocument?id=46513>

assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.

2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:
 - a. The consultant's Principal Investigator and Research Team must meet the State Archaeologist's Professional Qualifications (950 CMR 70.10), and the National Park Service's *Professional Qualifications for Archeology and for History* (36 CFR 61).
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, facilities, staffing, and equipment necessary to bring the project to completion, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
5. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

B. Price Proposal Requirements - to be submitted in Envelope B

1. Completed Attachment B – Fee Proposal Form.

Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive and will not be afforded a complete review by the Selection Committee.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether the following minimum criteria have been met:

1. The technical proposal includes all the items for a complete proposal.

2. Combined key personnel (can be more than one person) shall have all the following:
 - a. A graduate degree in Archaeology or Anthropology.
 - b. Sixteen months of professional experience or specialized training in archaeological field, laboratory, or library research including: at least four months of field experience in general North American archaeology; six months of experience in a supervisory role in northeastern archaeology; and six months of field and laboratory experience with ancient and historical archaeological sites and specimens.
3. Proposer must demonstrate that they have experience adhering to the regulations of 950 CMR 70.00 and policies and procedures established by the Massachusetts State Archaeologist.
4. Proposer shall have a minimum of five years' experience as a Principal Investigator.
5. Proposer shall have a Register of Professional Archaeologist Certification or have an advanced degree with a specialization in archaeology. Have designed and executed an archaeological study that has been reported in the form of a Master's thesis or Doctoral dissertation and accepted the Code of Conduct, Standards of Research Performance, and Grievance Procedures of the Register of Professional Archaeologists.
6. Proposer shall have five years' experience running archaeological sensitivity evaluation projects, adequate facilities, staffing, and equipment necessary to bring the project to completion, and has successfully completed town-wide reconnaissance survey in Massachusetts.
7. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion.
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion.
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal. Such ratings shall be included in a written recommendation for selection to the MHC.

2.1. Quality and Depth of Project Experience

Highly Advantageous – The project proposal demonstrates superior experience in providing services related to the Town’s requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation. Proposal sufficiently describes the facilities, staffing, and equipment necessary to bring the project to completion.

Advantageous – The project proposal demonstrates solid experience in providing services related to the Town’s requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 4), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation. Proposal sufficiently describes the facilities, staffing, and equipment necessary to bring the project to completion.

Not Advantageous – The proposer has limited experience in providing services related to the Town’s requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation. Proposal does not sufficiently describe the facilities, staffing, and equipment necessary to bring the project to completion.

2.2. Qualifications of the Proposer

Highly Advantageous – The proposer’s resume(s) demonstrate that proposer has superior training, educational background, and work experience appropriate to the project described herein, all key project personnel demonstrate professional experience well beyond the minimum requirements, and adequate facilities, staffing, and equipment necessary to bring the project to completion.

Advantageous – The proposer’s resume(s) demonstrate that proposer has adequate training, educational background, and work experience appropriate to the project described herein, all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements, and adequate facilities, staffing, and equipment necessary to bring the project to completion.

Not Advantageous – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background, work experience, and adequate facilities, staffing, and equipment appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.

Highly Advantageous – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and archaeological resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the ancient and historical period cultural history and archaeology of Eastern Massachusetts. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

Advantageous – The proposal demonstrates a good approach to the subject material, an understanding of the historic and archaeological resource issues addressed by the project and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community's historic and archaeological resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous – One reference stated that there had been significant difficulties with the proposer’s ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer’s ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

VII. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all the proposers for the purpose of further evaluation of the proposer’s qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$60,000 for the Scope of Services described herein. Proposers must complete Attachment B – Fee Proposal Form. Project fees must be provided for each of the four phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFP.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- Phase I—Research and Fieldwork: Identify archaeological resources and other relevant documentation available for the project, develop communication and educational component of the project.
- Phase II—Archaeological Resource Management: Develop draft archaeological resource management recommendations, draft maps, and user’s guide to archaeological sensitivity maps.
- Phase III—Recommendations: Finalize cultural resource management recommendations, develop draft Archaeological Reconnaissance Report, finalize maps and user’s guide.
- Phase IV—Production of final products and report, submission of the materials to the Town and to the Massachusetts Historical Commission.

X. PROPOSAL SUBMISSION

Proposals will be received at the Town of Arlington, MA Office of the Purchasing Officer **until Thursday, October 28 at 1:00 pm**. After this time, they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). **Proposals received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

**Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476**

Five (5) copies of each technical proposal shall be submitted as follows:

The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

Proposal Envelope A - Technical Proposal

Arlington Town-wide Archaeological Reconnaissance Survey

Bidder’s Name _____

One copy of the Price Proposal shall be submitted on the form furnished and sealed in a **separate** envelope marked:

Proposal Envelope B – Price Proposal

Arlington Town-wide Archaeological Reconnaissance Survey

Bidder's Name _____

NOTE: Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

ATTACHMENT A

SCOPE OF WORK

ARLINGTON TOWN-WIDE ARCHAEOLOGICAL RECONNAISSANCE SURVEY AND PLANNING PROJECT

A. Project Goals

The purpose of this project is to conduct a town-wide reconnaissance-level archaeological survey to record and document known and probable locations of archaeological resources associated with patterns of ancient and historical activity in Arlington, and to provide the town with professional recommendations for archaeological resource management.

The information and accompanying recommendations shall be presented in a format that will allow more effective protection of significant archaeological resources in the town through existing and potential public permitting and approval processes and through ongoing public and private efforts at land acquisition, protection, and public education.

The project is designed to provide professional cultural resource expertise to the Town of Arlington. Products of the project will be used by Arlington officials and their staff—the Department of Planning and Community Development (DPCD), Arlington Redevelopment Board (ARB) and Zoning Board of Appeals (ZBA), Conservation Commission, Arlington Historical Commission (AHC), Arlington Historic Districts Commission (AHDC), Inspectional Services Department, Schools; by the Arlington Historical Society; by Tribal Historic Preservation Officers and their staff; by state and federal agencies in project review and planning; and by the public. Specific project tasks will include the following:

1. Identify known and potential ancient and historical period archaeological sites in Arlington that likely retain integrity, and apply the National Register criteria to known sites when possible.
2. Develop town-wide archaeological sensitivity maps for areas likely to have significant ancient and historical period archaeological sites. The sensitivity maps shall clearly indicate areas that are either archaeologically sensitive or not archaeologically sensitive. (Other schemes, such as “low, moderate, and high” sensitivity characterizations, are not acceptable.) The maps shall not show specific archaeological sites. These maps will become a layer to be available on the town’s internal GIS mapping system to coordinate with the assessor’s maps.
3. Produce a short, plain language guide to understanding and using the archaeological sensitivity maps for non-professionals.
4. Prepare a professional town-wide archaeological reconnaissance survey report meeting the standards of 950 CMR 70.14 and the Secretary of the Interior’s *Standards and Guidelines for Archeology and Historic Preservation* (48 Fed. Reg. 190 (1983)).
5. Develop management recommendations for the protection of significant archaeological sites and archaeologically sensitive areas, including recommended local by-laws and/or

review procedures, public and private land acquisition for conservation, protection, and management strategies.

6. Prepare recommended text and graphics to amend and/or incorporate into existing and concurrent planning efforts, such as the Historic Preservation Survey Master Plan, Mill Brook Corridor Report, and the Open Space and Recreation Plan Update.
7. For the Old Burying Ground and Prince Hall Cemetery, consult with the cemetery property managers about ongoing maintenance activities, future proposed projects, interpretative interests, and archaeological information needs. Perform archaeological reconnaissance to identify and document specific locations in the two cemeteries that are likely to have significant archaeological features and deposits. At locations that could be adversely affected by future ground-disturbing projects, provide recommendations for a future, separately funded investigation that employs archaeological testing for features and deposits, systematic soil probing for buried grave markers, and documentation methods for significant historic and archaeological resources within the two cemeteries. Provide recommendations consistent with the historic cemetery preservation plan for the Old Burying Ground (and recommend preparation of a preservation plan for Prince Hall Cemetery) to meet the goals of historic preservation planning, maintenance and management, and public interpretation of the cemeteries. Develop recommendations to be consistent with Lynette Strangstad's *A Graveyard Preservation Primer* (2nd ed., 2013) and Mass. Dept. of Conservation & Recreation's *Preservation Guidelines for Municipally Owned Historic Burial Grounds and Cemeteries* (3rd. ed., 2009). Provide the results of the reconnaissance survey for the two cemeteries in two self-contained reports available to the public as well as Town staff.
8. Recommend public educational initiatives and outreach programs that could be developed and implemented by cultural educators as a separately funded future project, with the goal to develop respect and appreciation for non-renewable historic and archaeological resources and cultural heritage. Provide specific recommendations for public historical interpretative projects for Old Burying Ground and Prince Hall Cemetery, for the Mill Brook Corridor, for industrial areas near Spy Pond, for Elizabeth's Island, and for town-owned recreational areas.
9. Complete a public report (approximately 50 pages) on Arlington's archaeological resources, including appropriate information about publicly accessible sites and areas (in consultation with property managers for protection of resources), including photographs and illustrations that synthesize information gathered from the technical report.
10. Provide information in both electronic formats, Microsoft Word and Adobe PDF, and a hard (paper) copy that will assist DPCD staff, the Arlington Redevelopment Board, and other Town boards and commissions when they review projects.

B. Methodology

The archaeological reconnaissance survey and report must use Massachusetts Historical Commission (MHC) and the Secretary of the Interior's (SOI) criteria and methodology to current standards. See MHC's *Public Planning and Environmental Review: Archaeology and Historic Preservation* and State Archaeologist's *Permit Regulations* (960 CMR 70.00), *The Protection of*

Properties Included in the State Register of Historic Places (950 CMR 71.00), Historic Properties Survey Manual: Guidelines for the Identification of Historical and Archaeological Resources in Massachusetts (1992), Guide to Prehistoric Site Files and Artifact Classification Systems (1984); the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (48 Fed. Reg. 190 (1983)).

The criteria for conducting an archaeological reconnaissance survey are designed to identify archaeologically sensitive areas. Although the survey methodology is not specifically designed to identify all archaeological sites within a particular area, some may be found as a result of the reconnaissance. Information recovered from local sites and regional studies and environmental data are analyzed within commonly accepted predictive models for the identification of sensitive areas and predictions related to the sites that are expected to exist. Known sites will also be evaluated for their integrity and potential or known eligibility for listing on the National Register of Historic Places.

Information contained in the MHC's *Inventory of Historical and Archaeological Assets of the Commonwealth* can also expand on these patterns and recommendations by providing inventoried ancient and historical period archaeological sites as well as extant and significant historic structures on properties with likely archaeological integrity as examples of potential in the community.

The *MHC Reconnaissance Survey Town Report for Arlington (1980)*, reports for other Boston area communities, and the corresponding regional report will provide a preliminary framework and basis of information for this analysis, as will information contained in the MHC's *Inventory of Historical and Archaeological Assets of the Commonwealth*, and related archaeological survey reports on file at MHC.

C. Project Phases

The project will consist of four phases according to the timeline identified in the outline below. All work must be completed using this scope of work and following the MHC and SOI standards and guidelines. The contractor will be working closely with DPCD staff, the Historic and Cultural Resources Working Group (HCRWG), and the MHC. Work tasks to be carried out during each phase and the work products that will be due at the end of each phase are described below.

Phase I: Research and Fieldwork (12 weeks)

Tasks:

1. Kick-off meeting: Meet with DPCD staff, the HCRWG, and MHC staff to discuss the scope and methodology of the project and information on the locations and availability of archival materials, archaeological collections, informants, and institutions to be consulted.
2. With DPCD staff, Arlington GIS staff, and MHC GIS staff, discuss digital data requirements to incorporate archaeological sensitivity map layer with town and MHC's

GIS system, and arrange to obtain and to provide GIS data to be used to prepare and to provide the archaeological base maps in paper and digital formats. Obtain town Master Plan, Open Space and Recreation Plan, Mill Brook Corridor Report, Historic Preservation Survey Master Plan, and any other related plans.

3. File a permit application (950 CMR 70) with the State Archaeologist and receive permit.
4. Review and evaluate local historical sources and other pertinent information, such as surficial and bedrock geology (particularly to identify locations of Native lithic resources), USDA soils maps, historical maps, USGS maps (current and past editions), aerial photographs, and publications available at local and state repositories as well as information from the *Inventory of Historic and Archaeological Assets of the Commonwealth* at MHC including archaeological reports of professional surveys, MHC collections survey reports, and other archives, curated archaeological collections, reports, and publications at other repositories about the history of archaeological investigations in Arlington.
5. Interview local collectors and other knowledgeable stakeholders including representatives of state-recognized Native American tribes with historical associations to Arlington, DPCD and other municipal agency staff with responsibilities for municipal properties, Arlington Conservation Agent and Conservation Commission, Arlington Historical Commission, Arlington Historical Society, Robbins Library, Cyrus Dallin Art Museum, the Old Schwamb Mill, and Prince Hall Mystic Arlington Cemetery Association, for information relating to known and potential sites, important research resources, and issues pertinent to the interests of stakeholders to manage and interpret archaeologically sensitive properties in Arlington.
6. Identify known archaeological sites in the Town of Arlington, and for those likely to retain integrity, apply and explain which meet National Register criteria for evaluation (36 CFR Part 60.4), taking into account technical considerations addressed in pertinent publications of the National Park Service National Register of Historic Places.
7. Summarize the town's ancient and historical period development and ancient, historical, and current ecological and topographic conditions to develop a specific predictive model for locating significant ancient and historical period archaeological sites and archaeologically sensitive areas that likely retain integrity in Arlington.
8. Field check and verify information on archaeological sensitivity by performing a surface reconnaissance on a sample of locations as necessary. Assess topography, patterns of disturbance, and areas of sensitivity to refine the results of the review and evaluation of the sources above. Field reconnaissance results should be incorporated into the archaeological sensitivity map.
9. Meet via conference call monthly with DPCD project manager to provide updates on survey progress.
10. Meet with DPCD staff, the HCRWG, and MHC staff to review Phase I tasks and products and to discuss upcoming Phase II work.

PRODUCTS

1. Application for State Archaeologist's Permit.
2. Written summaries interviews, research, fieldwork, and predictive model.

3. Assist DPCD staff with promotional materials.
List of previously and newly identified archaeological sites in the town and recommendations as to their likely integrity and National Register eligibility.
4. Bibliography of Arlington archaeological literature, archives, and curated archaeological collections.

Phase II: Cultural Resource Management (10 weeks)

TASKS

1. Prepare draft outline of Reconnaissance Survey Report and public report based on research, fieldwork, and predictive model, for review and comment to DPCD staff, the HCRWG, and the MHC.
2. Review sample bylaws, regulations, and plans on file at MHC for archaeological review and planning for other Massachusetts Communities. Review local permitting and approval processes, local bylaws, existing Town planning and review mechanisms, and protection strategies potentially relevant to archaeological resource planning and protection.
3. Prepare draft management recommendations, bylaws, and protection methods, including zoning and/or other land use controls.
4. Based on research and interviews, prepare outline of archaeological planning recommendations for review by DPCD, the HCRWG, and pertinent Arlington boards and commissions.
5. Produce MHC inventory forms and/or continuation sheets as necessary for known and newly discovered archaeological sites.
6. Complete a reconnaissance survey of the Old Burying Ground and the Prince Hall Cemetery and provide draft findings reports for review and comment.
7. Prepare draft recommended text and graphics to amend and/or integrate into the Historic Preservation Survey Master Plan, the Mill Brook Corridor Report, and the Open Space and Recreation Plan Update that incorporate the project results. Submit the materials for review and comment to DPCD staff, the HCRWG, and MHC.
8. Prepare draft recommendations for developing educational initiatives and outreach programs regarding archaeology for Arlington residents (programs would be implemented as a separately funded future project). Consider both local and regional places available to visit. Identify possible sources of funding and professional staffing requirements to implement the programs as an ongoing and developing endeavor. Submit for review and comment by the DPCD staff, cultural educators, HCRWG, and the MHC.
9. Develop draft maps in paper format of archaeologically sensitive areas, showing assessor's parcels, and compatible with the Town's GIS system. The sensitivity maps shall clearly indicate areas that are either archaeologically sensitive or not archaeologically sensitive. The maps shall not show specific archaeological sites. Submit the draft maps for review and comment to DPCD staff, the HCRWG, and the MHC.
10. Draft the user's guide to archaeological sensitivity maps. Prepare a plain language instructional summary (less than one page of text) that explains the factual basis of the

data shown on the maps, and how to interpret and use the information shown on the maps, including the interpretive limits of the data and any other considerations to their intended and appropriate use. The guide must be compatible with the sensitivity map on the town GIS system. Submit the draft user's guide to DPCD staff, the HCRWG, and the MHC.

11. Continue monthly survey progress updates to the DPCD project manager.
12. Meet with DPCD staff, the HCRWG, and MHC staff to review Phase II tasks and products and to discuss upcoming Phase III work.

PRODUCTS

1. Outline of Archaeological Reconnaissance Survey Report, including a summary of research results.
2. Outline of public report for review and comment. The public report should include the following: introduction to archaeology and its importance, New England ancient period discussion and timeline keyed to Arlington sites where possible and as appropriate for resource protection, and discussion of historical archaeology using Arlington site examples. Photos of Arlington artifacts maintained by the Arlington Historical Society and at other repositories and site reports from excavations and surveys conducted in Arlington should be used as examples where possible.
3. Outline of management recommendations, including types of and procedures for local project review of projects that may have an impact on local archaeological resources.
4. Draft findings reports for Old Burying Ground and Prince Hall Cemetery for review and comment (summary information to be included later in technical and public reports).
5. New and updated MHC site forms and/or MHC site form continuation sheets as necessary for ancient and historical period archaeological sites.
6. Draft text and graphics to amend and/or integrate into the Historic Preservation Survey Master Plan, Mill Brook Corridor Report, and the Open Space and Recreation Plan Update.
7. Draft public education recommendations.
8. Draft Town maps of known site locations and archaeologically sensitive areas for both ancient and historical period resources, on a base map showing environmental conditions (USGS map or equivalent).
9. Draft user's guide to archaeological sensitivity maps.

Phase III: Recommendations (12 weeks)

TASKS

1. Based on research, fieldwork, and predictive model, refine draft archaeological base maps of known sites and archaeologically sensitive areas and place on full-scale copy of Town assessor's map, showing areas sensitive for both ancient and historical period archaeological resources. Prepare GIS data for sensitivity maps.
2. Prepare draft of accompanying guide to understanding and using the archaeological sensitivity map(s) for nonprofessionals.
3. Prepare draft reconnaissance archaeological report and public report for review and comment.

4. Prepare final cultural resource management recommendations for the Town.
5. Produce final reports on the Old Burying Ground and the Prince Hall Cemetery.
6. Finalize public education recommendations.
7. Submit cultural resource management recommendations, public education recommendations, maps, user's guide, draft reconnaissance survey report, and management recommendations to the appropriate local government agencies, other participating organizations or individuals as appropriate, and MHC.
8. Continue monthly survey progress updates with the DPCD project manager.
9. Meet with DPCD staff, the HCRWG, and MHC staff to review Phase III tasks and products and to discuss upcoming Phase IV work.

Products

1. Draft archaeological sensitivity map(s), guide, and GIS data.
2. Draft reconnaissance survey report and public report.
3. Final ground penetrating radar report.
4. Final cultural resource management recommendations for local government departments.
5. Final text and graphics to amend and/or integrate into the Historic Preservation Survey Master Plan, Mill Brook Corridor Report, and the Open Space and Recreation Plan Update.
6. Final public educational recommendations.

PHASE FOUR: FINAL PRODUCT DISTRIBUTION (4 WEEKS)

Tasks

1. Prepare final archaeological sensitivity map(s) and guide, incorporating comments on draft versions. Conventions used to indicate sensitivity should not obscure base map information and must be able to be readily reproduced in black and white.
2. Prepare final archaeological reconnaissance report, public report, and management recommendations incorporating comments on the draft reports. This report must also include archaeological site forms and the archaeological sensitivity map(s) and guide.
3. Prepare and distribute Final Products in the quantities that are required by the agencies and by other project participants.
4. Continue monthly survey progress updates to the DHCD project manager.

Final Products (hard copy unless otherwise specified)

1. Cultural Resource Management Recommendations.
 - Digital files to DPCD for distribution to the AHC, AHCD, ARB, ZBA, Conservation Commission, and Robbins Library
 - Two (2) copies to the MHC.
2. Final text and graphics to amend and/or integrate into the Historic Preservation Survey Master Plan, Mill Brook Corridor Report, and the Open Space and Recreation Plan Update.

- Digital files to DHCD for distribution and incorporation as appropriate.
 - Two (2) copies to MHC.
3. Public education recommendations.
Submitted digitally to DPCD for distribution. Three (3) copies to MHC.
 4. Final archaeological sensitivity maps and user's guide.
 - Digital files to DPCD for distribution.
 - Two (2) copies for AHC.
 - Copies of the map and guide to state-recognized tribes.
 - Two (2) copies (for the State Archaeologist) to the Massachusetts Historical Commission.
 5. GIS Data of Archaeological Sensitivity Maps and Guide.
One digital dataset for Arlington. One digital dataset for MHC.
 6. Final Archaeological Reconnaissance Report.
 - Digital copy and two (2) hard copies to DPCD.
 - Two (2) hard copies to the AHC.
 - Copies to the state-recognized tribes.
 - Two (2) hard copies (for the State Archaeologist) to the MHC.
 7. Original completed MHC archaeological site inventory forms and/or continuation sheets as necessary with all required attachments.
 - One original set to MHC.
 8. A Word file listing the archaeological report authors, date, title, page count, and archaeological abstract.
 - One (1) on a flash drive to DPCD.
 - One (1) on a CD-ROM to MHC.
 9. Microsoft Word and Adobe pdf. files of all Final Products, except for the GIS dataset.
 - One (1) on a flash drive to DPCD.
 - One (1) on a CD-ROM to MHC.

Technical requirements:

Consulting firms responding to this Scope of Work must have successfully completed a Massachusetts community-wide archaeological reconnaissance survey. The consultant's Principal Investigator and Research Team must meet the State Archaeologist's Professional Qualifications (950 CMR 70.10), and the National Park Service's *Professional Qualifications for Archeology and for History* (36 CFR 61). The archaeological reconnaissance survey and documentation project must use MHC and National Park Service (NPS) criteria and methodology to current standards, including the State Archaeologist's Permit Regulations (950

CMR 70); State Archaeologist's memoranda; the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) with the MHC's Form D Archaeological Site Inventory Form instructions; and, the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (48 Fed. Reg. 190 (1983)). These publications are all incorporated into this scope by reference.

Project materials that specify archaeological site locations (other than as appropriate in the reports prepared for the general public) must have the following statement displayed prominently:

Information in this document is confidential and not a public record (Mass. Gen. Laws c. 9, ss. 26A & 27C, M.G.L. c. 40, s. 8D) to protect archaeological sites from looting and vandalism. This information must not be included in any form or manner available for public review to protect the sites.

Unless otherwise specified (e.g., flash drives, CD-ROM, GIS data), products shall be provided in paper format as well as in electronic formats (Microsoft Word and Adobe PDF).

Projects materials shall be prepared with careful attention to conventional professional editorial standards for production (typography, design, resolution, organization, etc.). Products must be copyedited for style, usage, and form; to eliminate typographic and production errors; and to resolve and correct any other inconsistencies. The *Chicago Manual of Style* (with the Society for American Archaeology style guide for technical archaeological matters) should guide production and copyediting decisions.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**