

## **Performance Work Statement**

### **Cultural Resources**

The United States Army's Installation Management Command's (IMCOM) mission is to enable Soldier and Family readiness and provide a quality of life that matches the quality of service they provide to the Nation. IMCOM provides equitable, effective and efficient management of Army installations worldwide to support mission readiness and execution, enable the well-being of Soldiers, civilians and family members, improve infrastructure, and preserve the environment. As part of this mission, IMCOM meets the environmental requirements at its garrisons/ installations, headquarters organizations, regions, and US Army Environmental Command (USAEC) through a combination of government employees and contracted environmental service support. Contractor support has been an important factor in the IMCOM management of environmental services and generally, the types and levels of environmental services support are similar across IMCOM.

The objective of this contract is to provide a vehicle for performance based environmental services support to meet environmental requirements throughout IMCOM. The contract will provide contract support services to satisfy the requirements of IMCOM Headquarters, IMCOM Regional Offices, IMCOM garrisons/installations, including Army Reserves installations and Regional Readiness Centers, the USAEC, and other organizations (to include the US Army Corps of Engineers) that may require support under this contract.

The Contractor shall provide technical assistance to the Army and other military components with cultural resources requirements in three broad categories: (1) Survey, inventory, or investigation of historic properties and cultural resources, (2) Mitigation of adverse effects to historic properties and cultural resources, and (3) Program and execution of cultural resources management activities. Contractors will be expected to provide support nationwide to all Army installations within the Continental U.S. plus Alaska and Hawaii. Contractors can include subcontractors for support in services or regional areas that they deem necessary. For example, a firm may be strong in archeology but may choose to subcontract architectural research work. Similarly a contractor may have substantial experience in the southeastern United States and choose subcontractors for other regions of the U.S. to broaden their scope of support. This sources sought will evaluate the ability of small business and their partners to support multiple task orders at multiple installations nationwide.

#### **1) SURVEY, INVENTORY, INVESTIGATION AND EVALUATION**

- a. **Literature Search.** Sufficient studies shall be performed to determine what cultural resources are known or likely to be located

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within the project or study area and to assess the type, extent, and validity of previous cultural resources studies in or pertinent to the project area. Research may include comprehensive library and archival research; interviews with individuals knowledgeable about the history and prehistory of the area; field checks of site locations; examination of photographs and maps of historic and/or prehistoric sites within the study area; examination or reviews of photographs, professional journals, court records, maps and descriptions of private collections; obtaining copies of site forms and other primary data from national, State, and local clearinghouses, State or local museums, and other pertinent institutions; preparation of overviews; and the preparation and production of reports summarizing the results of the literature search.

- b. **Reconnaissance Studies.** Sufficient studies shall be performed to predict the number, distribution, types, affiliation, data potential, and probable significance of cultural resources in the project or study area. The prediction shall be based in part on the archeological inventories (as defined in paragraph 9.2, below) of a representative sample of a project area and may be coupled with remote sensing and/or other specialized studies such as geomorphology, paleoclimatic reconstruction, and historic map reviews. Additional assistance which may be required to support a reconnaissance study include literature and archival research sufficient to identify patterning or lack thereof in the distribution and type of cultural resources known or expected in the project area; contacts with knowledgeable local informants; development of a work plan, research strategy, or research design to identify significant research questions and to guide the selection of areas to be surveyed; historical or ethnohistorical studies; assessment of project impacts on cultural resources, and recommendations for further investigations; and the preparation and production of reports summarizing the results of the reconnaissance study.
- c. **Archeological reconnaissance and testing surveys.** These include but are not be limited to: archeological inventory, preparation of archeological survey research designs, pedestrian archeological survey and sampling survey including subsurface (shovel probe) testing, large equipment excavation, and archeological test excavations. Perform remote sensing and analysis of GIS and remote sensing data. Produce professional quality reports for dissemination to the archaeological field.
- d. **Conduct Archeological Inventories and prepare reports (Intensive Survey or Phase 1 Testing).** The Contractor shall conduct an integrated archeological and cultural site identification

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survey of the designated project area or entire Area of Potential Effect. The fieldwork to be conducted under this agreement will focus on the identification of prehistoric and historical archeological sites, per Section 800.2(c)(2)(ii) of the National Historic Preservation Act (NHPA) conducted in accordance with Secretary of Interior’s Standards and Guidelines for Identification. Field work shall also include a determination of each site’s boundaries. The archeological survey will include both surface (walkover) and subsurface (shovel testing) survey techniques that take into account individual State guidelines and individual installation standard operating procedures or requirements. The historic properties study should include relevant literature review, and ethnographic and oral history interviews as needed.

- i. The fieldwork for the archeological site inventory survey will comply with standard field procedures (for placement and intervals of transects and shovel tests, methods of pedestrian surface survey, the use of radial shovel tests to define site concentrations and boundaries, marking of sites in the field, mapping of shovel tests and surface collection artifacts, and documentation of the results of the fieldwork, etc.) that are accepted as standard by professionals in the region, promoted by the office of the State Historic Preservation Officer (SHPO) of the State(s) and conducted in accordance with Secretary of Interior’s Standards and Guidelines for Identification.
- ii. All measurements shall be recorded using metric terminology; English system equivalents will be recorded parenthetically. Appropriate location data should be recorded using Global Positioning System (GPS) technology when possible. Pertinent resource data must be submitted in the appropriate format. Appropriate site forms will be determined by the installation.
- iii. Where required, perform archaeologically oriented geomorphology and environmental reconstruction as it applies to the location and interpretation of prehistoric archeological sites, including but not limited to: soils pedology, sedimentology, fluvial geomorphology, palynology and archeobotany.
- iv. Investigations can include scientific and experimental technology to include advanced aerial and satellite remote sensing technologies plus magnetometry, ground

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penetrating radar (GPR), electrical resistivity and electrical conductivity.

- e. **Conduct Archeological Evaluations of Eligibility to the National Register of Historic Places (National Register) and effects determinations in accordance with NHPA Section 106.** All information submitted in the survey report will be sufficient for a reviewer to independently make a determination of the eligibility for listing in the National Register of Historic Places of all significant archaeological properties contained within the Scope of Work and evaluate the effects of the proposed action upon any National Register listed or eligible sites. Work will be carried out in accordance with the Secretary of the Interior's Standards and Guidelines for Evaluation. Significance will be evaluated in accordance with the Criteria for Inclusion in the National Register of Historic Places (36 CFR §60.4). Effects will be determined in accordance with the Criteria of Effect and Adverse Effect as contained in 36 CFR §800.9.
- i. The fieldwork for the archeological site evaluation will comply with standard field procedures (for placement of test units, staking of sites and placement of site datum markers, creation of a site map, and documentation of the fieldwork, etc.) that are accepted as standard by professionals in the region, based on consultation with the installation Cultural Resource Manager (CRM) and review of archaeological site evaluation standards promoted by the office of the SHPO of the state(s) in which the installation is located.
  - ii. The number, size and placement of test will be determined in consultation with the installation CRM. Documentation of the evaluated site will include preparation of a detailed, scaled site map (which includes geographic reference points in a commonly used coordinate system e.g., UTM, Latitude/Longitude, State Plane); detailed photographs (black and white prints; color slides); a general description of the site, its physiographic/vegetative situation, the number and kinds of features, probable relationship among features, description of artifact assemblages, density and frequency of artifacts, integrity of materials, potential for yielding positive chronometric, flotation, and palynological samples; and management recommendations.
- f. **Conduct Inventory and evaluations of properties of traditional religious and cultural importance.** The Contractor shall survey and identify Native American sacred sites in accordance with

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Executive Order 13007: Indian Sacred Sites (1996) and properties of traditional religious and cultural importance (PTRCIs) in accordance with Section 101d (6) (A) of the NHPA using archeological methods, historic documents, oral histories, and informant interviews; evaluate PTRCIs for NRHP eligibility; ascertain tribal access needs. Contractor shall utilize existing installation information including Integrated Cultural Resource Management Plans (ICRMPs) and work in conjunction with the installation Native American Liaison and any archeological survey and inventory efforts that may be pertinent to tribal concerns. A technical report shall be prepared that documents these areas of cultural importance. The report shall include a map containing information with locations of known sites; site boundaries delineated to best of informants' abilities; a statement of significance prepared for each site in accordance with NHPA regulations. Site access needs shall also be contained within report.

- i. Owing to the sensitive and privileged nature of this information, strict confidentiality is required regarding these sites. However, compilation of privileged information may be necessary to document certain tribal interests. Therefore information regarded as being privileged by one tribe will not be provided to another tribe.
- g. Conduct Historic Building and Structure Inventories and effects determinations in accordance with NHPA Section 106.** Conduct a thorough search of pertinent architectural and historical literature to identify known historic structures in the survey. The Contractor will conduct a literature and file review of previous cultural resource inventory results for the installation and the surrounding area. Nomination or site forms, reports, and maps held by the State Historic Preservation Office and the installation Cultural Resource Manager will be consulted. Conduct an inventory of the entire Area of Potential Effect (APE) or list identified by the installation to identify all buildings and structures of local, State or national significance which appear to meet at least one of the National Register's Criteria. Record photographically, and, where appropriate, graphically, all structures identified in APE. Compile comprehensive field notes in the course of performing the above activities and complete appropriate SHPO forms. The form used for recording information should be appropriate to the type of historic property encountered during the inventory. Conduct all work in accordance with the Secretary of Interior's Standard and Guidelines for Identification and current industry standards. Submit

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final report providing list of all structures inventoried, historical data, survey forms and standard inventory report.

- h. **Conduct Historic Building and Structure Evaluations of Eligibility to the National Register.** The Contractor will evaluate all identified buildings structures using the Criteria for Evaluation established by the National Register of Historic Places and published in 36 CFR §60.4. All work shall be in accordance with the Secretary of Interior's Standards and Guidelines for Evaluation or an applicable State guideline and shall provide sufficient documentation, to permit the necessary professional review and meet the National Register requirements for determining eligibility.
  - i. The report will provide the basis for consultation with the SHPO and others, and should be of sufficient depth and length to allow for an independent evaluation of eligibility and effect. The consultant will not independently consult with the SHPO regarding eligibility of sites. Such consultation shall only be initiated at the direction of the Military Service.
- i. **Historic Structures reports, Building and Structure Condition Assessments, Treatment plans and Adaptive Reuse Studies.** Conduct research and analysis of existing buildings and structures as required for Historic Structures Reports, condition assessments, Adaptive Use Studies in addition to building maintenance and repair plans, conservation planning and treatment plans, building materials and/or paint analysis, and complete all levels of report production as may be required.
- j. **Rock Art/Art Evaluation/Restoration.** The Contractor may be required to evaluate and assess the significance of prehistoric rock art and/or 19<sup>th</sup> and 20<sup>th</sup> century artworks at military installations under the DoD Legacy Program. Damage or condition assessments and restoration of artwork may also be required.

## 2) MITIGATION TASKS

- a. **HABS/HAER/HALS Documentation.** Generally, Level II HABS/HAER/HALS documentation is appropriate for recording historic structures and sites that are eligible for inclusion in the National Register. Included in this level of effort is an architectural and historical narrative similar to that found in a National Register nomination. The level of Measured Drawings should include basic dimensions such as the size of window and door openings and should include general dimensions. The drawings may be produced by computer and may be produced on archival bond

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paper or Mylar. All photographs shall meet the HABS/HAER/HALS level II standards and be submitted in archivally sound storage sleeves.

- i. Additionally, Level I, Level III or the equivalent of the former Level IV documentation may be required per the HABS/HAER/HALS standards.
- b. **Conduct Archeological Data Recovery projects and prepare reports in accordance with NHPA Section 106.** The Contractor will conduct an archeological data recovery of a site listed on or determined to be eligible for listing on the National Register. Data recovery shall be designed to protect those significant elements for which a property is considered eligible for inclusion to the National Register of Historic Places. Data recovery will require development of an explicit research design, which identifies specific research topics, appropriate hypotheses, test implications, and analyses necessary to test the hypotheses. Contractor will utilize the approved research design developed as a result of site evaluation investigations, in consultation with installation CRM. If no research design exists, Contractor will develop a research design based on the results of the site inventory survey, the background research, and the general context for the region, in consultation with the installation CRM.
  - i. The Contractor shall provide immediate response to inadvertent discoveries of either cultural material or human remains including appropriate field recovery and evaluations, or in the case of human remains, appropriate treatment of remains.
  - ii. The contractor will also provide support in consulting with Native American Tribes in case of inadvertent discoveries in accordance with regulations and Memoranda of Agreements or Comprehensive Agreements.
- c. **Army Innovative Mitigation Strategies (AIMS).** Develop and/or implement innovative mitigation strategies to mitigate the effect of Army or DoD undertakings to historic properties to include but not limited to archeological sites, structures and buildings. Contractor will conduct research, investigations, fieldwork, or develop products that meet the requirements of mitigation agreed upon by the installation and consulting parties. These strategies may include carrying out work on land other than federally owned with funds provide by the Army or DoD or our partners. Additional strategies may include carrying out research regarding properties not in

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federal ownership or regarding peoples, cultures or places not directly related to the military. The intent of AIMS is to compensate for the impact of the activity or undertaking and this is generally considered to be comparable to the effect. AIMS generally covers all potential strategies for mitigation other than data recovery or typical recordation. It may include publications or media presentations such as videos or school lesson plans. There are currently no boundaries placed on the possibilities that can be negotiated by the installation as an appropriate compensation for the undertaking.

- d. **Artifact Recovery and Curation.** As appropriate, field samples will be taken using accepted methodologies. Chronometric dating (standard radiometric and AMS) and thermoluminescence dating (TL) techniques may be used at the site. Laboratory and analytical tasks will include processing, cataloging and preparation of materials for curation. All collected materials are to be separated and bagged in the field by material class (e.g., sherds, lithics, ground stone, bone, shell, etc.) and labeled according to provenience units.
  - i. Prior to preparing material for curation, Contractor personnel will meet with the installation CRM to discuss the policies and procedures for curation of the artifacts. All materials collected shall be properly cataloged, analyzed and prepared for curation. Upon successful completion of a Task Order, all artifacts and other associated documents (i.e., reports, field notes, maps, photographs, inventories, etc.) will be prepared for permanent curation in accordance with 36 CFR 79 and standards established by the installation Cultural Resource Management staff.
- e. **Preparation of Exhibits/Interpretive Materials.** The Contractor may be required to prepare exhibits and other educational or interpretive materials to be used by the Government to inform the interested public of the results of the cultural resources investigations. Examples of these materials include but are not limited to videos, School educational packets, brochures pamphlets or books.
- f. **Research and Site Documentation.** The Contractor will prepare a technical report documenting the results of the background research, fieldwork, and artifact analysis. The research design used to guide and justify the fieldwork methodology will be summarized. Specifics for report contents and formatting will be determined in consultation with the installation CRM and be



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responsive to any state guidelines. The Contractor shall complete or revise appropriate state survey forms and include these as an appendix to the technical report.

- i. All projects should include basic literature and file review of previous cultural resource inventory results for the installation and the surrounding area. Minimally, copies of site forms, reports, and maps held by the State Historic Preservation Office and the installation Cultural Resource Manager will be consulted. The literature review will also document Native American groups with potential interests in the cultural resources on the installation.
  - ii. The Contractor shall collect GPS locational data for each site and isolated find located. All spatial data shall be provided in the Universal Transverse Mercator (UTM) coordinate system,.. Digital spatial data shall be fully compatible Army GIS requirements. All maps and historic documents borrowed from the Military Service or other Contractors under the contract to the Army are the property of the U.S. Government and shall be returned to the Military Service upon completion of the tasks. All artifacts collected under this Cooperative Agreement remain the property of the Military Service and the Contractor shall curate the artifacts and associated records with this stipulation.
  - iii. The Contractor shall provide information relative to all reporting work in appropriate database format to upload into existing installation databases which may include but not be limited to GIS databases, site file databases, etc. All GIS site layer data will be based on corrected GPS data with 1 meter or less accuracy.
- g. **Archive Records.** For this task, if required, Contractor is expected to provide archive facilities for government records and maintain them in accordance with 36 CFR 79 or other installation requirements.
- h. **Deconstruction Salvage.** Provide technical support to installations or others to identify appropriate buildings and structures and their components that would be appropriate for deconstruction and salvage. Report should include identifying steps of deconstruction including Hazardous Material removal such as asbestos.

### **3) PROGRAM AND EXECUTION OF CULTURAL RESOURCES MANAGEMENT ACTIVITIES**

- a. **Prepare Documents and Provide Cultural Resource Management support.** Provide technical support, research and reports as required to support cultural resource management needs. Such reports or documentation may be investigative in nature, for example analyzing the types of constructions or range projects affected by cultural resources, or may be required to help an installation, Region or headquarters inform the decision making process for improved management of the legacy of historic properties. A report may assist higher headquarters in evaluating programmatic approaches to NHPA or other relevant laws or regulations. Documents may include but are not limited to briefings, databases, spreadsheets, and report. Contractors will be expected to provide reports in areas of expertise for which they are qualified to provide support.
- b. **Provide consultation assistance with Native American, Alaska Native and Native Hawaiian cultural resource issues.** Native American Consultation must be initiated by the installation in a government-to-government relationship. Contractors may assist in efforts to enhance the existing government-to-government relationship between Tribes and the Military Service, increase tribal capacities to manage tribal cultural resources; and support the Military Services' consultation with Tribes, Alaska Natives and Native Hawaiian Organizations.
  - i. Native American Consultation Support: under Native America Graves Protection and Repatriation Act (NAGPRA) Sections 3, 5, and 6; EO 13007 for sacred sites; NHPA for identification, evaluation, and treatment for properties of traditional religious and cultural importance (PTRCIs); and Archeological Resources Protection Act (ARPA) for permit requests that may involve Indian religious or cultural sites and identification of sites of religious or cultural importance.
- c. **Provide Construction or Project Monitoring.** Monitoring is designed to protect significant cultural resources that may be discovered during construction or project implementation to assure protection of sites within or adjacent to impact area. Services include observation of construction activities and inspection of excavated areas and spoil.
  - i. The Contractor shall normally identify and assess the significance of any cultural material that is encountered while

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in the field and shall notify and the appropriate project personnel as directed in the delivery order.

- ii. Contractor is expected to provide qualified personnel to routinely or upon request inspect or monitor construction activities to ensure work is being carried out within restrictions that may have been applied to protect historic properties or cultural resources. Monitors will be expected to report to the GOR or AGOR immediately any work or activities that are outside these restrictions and which may be endangering the resources. The Contractor will have no authority to stop work but is obliged to report any issues immediately to their Government POC and provide notice in writing as well.
  - iii. The Contractor shall provide impact assessment for cultural resources associated with construction and other mission activities and provide input for NEPA documents using research documents, GIS and other databases. The Contractor shall also provide planning support in preparation for and attending planning meetings on a daily basis.
- d. **Evaluate Cultural Resource compliance for all installation activities.** Provide support and assistance to installation environmental managers and Garrison Commanders to ensure installation compliance with all applicable Cultural Resource laws to include National Historic Preservation Act, Native American Graves Protection, Archeological Resources Protection Act, Executive Order 13007, etc. Identify Areas of Potential Effect, effects and mitigation measures as needed for major actions. Additionally, identify and support Section 106 and NAGPRA consultations as needed with Stakeholders and assist Garrison Commanders to understand duties and obligations associated with Treaties and Native American Tribes, Alaska Natives and Native Hawaiian Organizations.
- e. **Develop and update installation ICRMP or Historic Property Component of Army Alternate Procedure as required and manage Cultural Resource Program in accordance with ICRMP.** Identify short and long term goals for the management of the installation Cultural Resource Program. Identify components and installation activities to be covered by ICRMP and annual updates. Provide Planning Level Surveys and Develop Standard Operating Procedures for inclusion in ICRMP or Historic Properties Component (HPC.) Develop ICRMP in accordance with relevant DoD directives or Instructions. Act as the integrator for all actions

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identified in ICRMP across the installation (Integrated Training Area Management (ITAM), Fire, Facilities, etc.) providing support to the environmental managers and other installation organizations to ensure appropriate considerations and measures are taken for integrating Cultural Resource compliance requirements in all relevant installation activities.

- i. Contractor shall conduct all research required for the development of Integrated Cultural Resources Management Plans. Contractor will complete ICRMP in accordance with individual installations requirements and in full consultation with installation and appropriate stakeholders.
- f. **Provide support for oversight for development and implementation of Conservation plans, impact of laws and policies, including ICRMP.** Determine applicability of Cultural Resource laws, and evaluate current compliance of all installation activities that have potential adverse impacts to programs and operations. Recommend courses of action. Analyze risk of failure to comply with laws and regulations that impact funding, timelines, or mission. Review projects and activities for conservation impacts required by statute and advise customers. Includes: reviewing MILCON DD1391, work orders, and DA4283, master plans, other planning documents, Statements of Work, etc and participate in planning charrettes and design reviews. Coordinate work schedule and work plan with Range Control, DPW, Operations, and DMWR (Outdoor Recreation). Act as the integrator for all actions identified in ICRMP across the installation (ITAM, Fire, Facilities, etc.).
- g. **Provide Cultural Resource input to planning activities and the installation Master Plan, annual Work plan.** Provide technical input, attend meetings and provide general technical support to all installation planning activities including development or revision of installation Master Plan, Installation Natural Resources Management Plan (INRMP) and other plans. Identify and prepare recurring and non-recurring work plan requirements.
- h. **Support requirements associated with the NHPA, Native American Graves Protection and Repatriation Act (NAGPRA), Archeological Resources Protection Act (ARPA).** Provide technical support on all matters associated with above laws and provide briefings, recommended action as associated documents associated with any requirements.
- i. **Evaluate effectiveness of the cultural resource management program and develop measures to improve it.** Develop metrics

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for evaluating the effectiveness of the cultural resource management program and identify improvements. Utilize existing Environmental Management Systems (EMS), Environmental Auditing System (EAS) Program or Internal Assessment tools of the Environmental Performance Assessment System (EPAS) to evaluate the effectiveness and performance of the installation's cultural resource management and compliance objectives and program. Develop improvements and identify mechanisms for implementing necessary changes to improve performance of the CRM program. Identify to leadership results of evaluations and proposed improvements.

- j. **Promote environmental awareness and provides enhanced quality of life for users through outreach and education.** Develop internet based information for dissemination on cultural resources and programs at the installation. Develop publications and education programs to promote awareness of cultural resources and their stewardship in the military and at the installation. Support awareness programs such as Earth day or Armed Services Day open houses and local conferences to promote CR awareness to the public, soldiers, their families and installation personnel. Develop and provide guidance documents to installation tenants, Contractors, soldiers and their families, civilian personnel and visitors on cultural resource stewardship responsibilities.
- k. **Provide support and oversight to Cultural Resource volunteer programs.** Provide guidance, oversight, technical and logistical support for cultural resource volunteer programs such as docent tours, archeological field exercises, and research and outreach programs.
- l. **Provide support for Conservation and Reimbursable Programs (forestry, agricultural/grazing out leasing, and hunting and fishing fee collections) as related to Cultural Resources.** Provide technical support to other Conservation programs including reimbursable programs and Natural Resource programs. Provide technical expertise and guidance on consultation with Tribes regarding other conservation issues such as access to native plant species and other issues that might arise.
- m. **Support nomination of properties to the National Register of Historic Places (Section 110 of NHPA) as applicable (C 3 c 1 a).** Develop and complete nomination packages as necessary in accordance with Army Regulations and National Register Nomination Form NPS 10-900

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