

March 2024

REQUEST FOR PROPOSALS
ARCHAEOLOGICAL SURVEY OF KNOWN BUTTERFIELD OVERLAND
MAIL SITES IN OKLAHOMA

Project No. 24-402

I. INTRODUCTION

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for an archaeological survey to identify archaeological materials and features at sites associated with the Butterfield Overland Mail Route through Indian Territory (1858-1861). Several locations along this route have been previously identified, including nine properties associated with the Butterfield Overland Mail Route listed on the National Register of Historic Places (NRHP) but these locations have not been subjected to archaeological investigations.

This project is designed to provide a cost-effective approach for increasing the area inventoried within the state and for increasing the number of recorded historic archaeological properties. The results obtained are expected to provide information useful in making management decisions about properties eligible for or listed in the National Register of Historic Places. The project will make information gathered during the survey available to the public specific to the overall history of the Butterfield Overland Mail Route; it will not make publicly available any locational information about the sites under evaluation as they are sensitive archaeological sites. Sharing this information increases public awareness and fosters an effective statewide preservation network, as described in Goal #1 of the Statewide Preservation Plan.

This project will include only non-invasive archaeological investigations, including high-precision mapping of surface artifacts and features and geophysical investigations where appropriate. These investigations will document archaeological resources not

previously documented as archaeological sites, and the resulting documentation will allow for updates to the National Register nominations of Butterfield Overland Mail Route-related properties.

Additionally, the project results are expected to provide data useful for developing historic contexts, a component of the state's comprehensive preservation planning process. A historic context is an organizational framework that integrates information about related properties based on theme, geographical limits, and chronological period. The historic contexts investigated in the study revolve around historical / archaeological resources located in Oklahoma.

Rationale for the integration of the National Register program into a planning framework and other related historic preservation program areas is presented in the "Secretary Standards and Guidelines for Archaeology and Historic Preservation," (Federal Register 48 (19C), 44716-44742, Thursday, September 29, 1983) (available online at <http://www.okhistory.org/shpo/rfp.htm>).

The National Register of Historic Places is the catalog of those properties significant in the history and prehistory of the nation, state, and local communities. Through listing in the Register, properties are afforded certain benefits and protection. The overall purpose of this program is to help increase the number of properties eligible for these benefits in the state and to facilitate archaeological resource management.

The sites to be investigated by this project include properties which were listed in the National Register of Historic Places (NRHP) in the early 1970s. The documentation for these properties is now outdated, and although many of these properties were identified as "in ruins," the nomination forms do not address archaeological features or deposits at these locations. The National Register nomination forms for these properties are on file at the Oklahoma State Historic Preservation Office (OK/SHPO) in Oklahoma City. Potential applicants for this project are responsible for familiarizing themselves with that material to aid in preparation of their proposal.

The successful applicant for the project will be a Subgrantee of the Oklahoma Historical Society, State Historic Preservation Office, and will be responsible for providing the nonfederal matching share for the effort. An estimated federal share of \$50,000 will be needed for completion of this project. The funding is from the National Park Service, Historic Preservation Fund. This survey project requires a 60/40 matching ratio. The OK/SHPO will provide 60 percent of the total project cost, and the Subgrantee will provide the remaining 40 percent matching share. The Subgrantee must demonstrate in the proposal the ability to provide the necessary nonfederal matching share in accordance with *Guidelines for Subgrantees* (available on the OK/SHPO website at <http://www.okhistory.org/shpo/rfp.htm>). Applicants must certify that the matching share is available at the time the proposal is submitted.

II. WORK TO BE ACCOMPLISHED

The work to be accomplished includes pedestrian archaeological survey with high precision mapping and limited geophysical survey of between three to five properties associated with the Butterfield Overland Mail Route through Indian Territory (1858-1861); the selected properties shall be determined in consultation with OK/SHPO.

Site testing (to be described in detail in the proposal) is specifically limited to obtaining only that data necessary for justifying National Register eligibility. Because National Register nominations for these sites will ultimately be completed in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, the *Oklahoma National Register and Request for Formal Determination of Eligibility Manual* and the OK/SHPO National Register of Historic Places Nomination and Submittal Requirements (available at <http://www.okhistory.org/shpo/rfp.htm>), the Subgrantee shall present in its final report adequate information to facilitate this effort without additional field investigations or archival research. Therefore, the Subgrantee is responsible for acquiring and utilizing a copy of National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation" and National Register Bulletin 36, "Guidelines for Evaluating and Registering Archeological Properties."

A. Archaeological Site Testing

The project will consist of precision mapping and geophysical survey to investigate between 4 to 5 sites encompassing roughly 35-50 acres of identified Butterfield Overland property. Areas to be surveyed will be selected from a list developed as part of the project (described below). The geophysical survey will comprise a combination of magnetometry, electrical resistance, and ground penetrating radar. Locations to be subjected to geophysical survey are within fields that previously contained Butterfield Overland Mail Stops. The survey is intended to identify archaeological and historic resources and would provide information about the remaining archaeological materials associated with these resources.

The Subgrantee will work from a list provided and vetted by the OK/SHPO. This list shall prioritize locations where remaining building foundations have been identified or are anticipated based on review of archival data and historical and modern maps and aerial imagery. Citations for this supporting documentation, including maps and aerials, shall be reviewed and approved by the OK/SHPO prior to the commencement of survey activities. Individuals planning to respond to this RFP have the responsibility to review any pertinent manuscripts and site forms on file at the OK/SHPO and the Oklahoma Archaeological Survey prior to submitting a proposal.

This survey is designed to be completed in a series of eight work elements. The project will consist of: compiling a list (including maps) of proposed geophysical survey locations, selecting from the list a sample of locations to be visited, an explicit research design, public contact, precision mapping and geophysical investigations, data interpretation, report preparation, and site documentation.

B. Report Preparation

Following completion of fieldwork, the Subgrantee will prepare a written report. The report will address and contain: 1) abstract; 2) introduction; 3) objectives; 4) the site visitation list and the sites investigated; 5) the research design; 6) the methods used; 7) the kinds of materials sought; 8) results; 9) the kinds of archeological materials present

in the tested sites; 10) the specific sites that were identified and the categories of information collected; 11) the sites examined that did not contain historic properties; 12) regional environment; 13) sampling strategy; 14) evaluation and discussion of previous work; 15) Results of subsurface testing of the selected archaeological sites to determine National Register eligibility; 16) Updated archaeological site forms for the two to three tested sites; 17) recommendations; 18) a concise, definitive summary; 19) a 1:24,000 scale, 7.5-minute USGS topographic map (in color) with the study area clearly depicted, this map will be on a full 8.5-inch x 11-inch page with a North arrow, scale of the map, name and year of the topographic map as well as the Township, Range and Section of the study area; 20) bibliography of references cited; and 21) appendices that present the detailed information for each tested site necessary for completing a National Register of Historic Places Registration Form (including a narrative description of each site and a narrative statement of significance).

The report will be written in accordance with the style found in *American Antiquity* and/or *American Anthropologist*. The Subgrantee will submit one copy of the complete report in draft form no later than the last day of the ninth month of the contract. This draft will be edited prior to submission for grammar, punctuation, and clarity. The OK/SHPO will review the draft report and provide the Subgrantee a written critique, including a list of changes required in the final report, within 30 days. The Subgrantee will have 30 calendar days to incorporate the OK/SHPO comments into the final report and submit one computer printed copy of the final report to the OK/SHPO along with site form(s) keyed to separately packaged original field photographs and prints. In addition to the hard copy version, one copy of the final report and site forms will be provided on CD, saved in Microsoft Word or Adobe PDF. OK/SHPO reserves the right to refuse the final report if it is not of sufficient completeness.

III. QUALIFICATIONS

The Principal Investigator will meet the professional qualifications for prehistoric archeology or historic archaeology listed in 36 CFR 61, "Secretary of the Interior's Standards for Archeology and Historic Preservation" (available online at

<http://www.okhistory.org/shpo/rfp.htm>). The proposal shall detail the involvement of the principal investigator in the project. A resume must be provided for primary project personnel.

IV. PROPOSAL SUBMISSION

Individuals interested in participating in this project should submit a complete, professional-quality proposal which includes: 1) a description of the project to be completed; 2) a research design; 3) a work schedule (see format provided at <http://www.okhistory.org/shpo/rfp.htm>); 4) a proposed payment schedule; 5) a designation of the personnel to be involved (provide vitae or resume); 6) a summary of previous experience, as determined by a list of references and completed projects; 7) an itemized budget including salaries, supplies, travel, etc. (**NOTE: Purchase of equipment is not permitted for this project.**); 8) a complete disclosure of the matching share available; 9) organizational DUNS numbers; and 10) a signed non-collusion certification and federal assurances. The submitted proposal should be of sufficient completeness to allow the OK/SHPO to assess the proposal by the evaluation standards contained in Section V of this RFP. All required documents necessary for inclusion in the proposal are available at <http://www.okhistory.org/shpo/rfp.htm>. Incomplete proposals will not be considered. The proposal must be computer generated. Faxed or emailed proposals will not be accepted. The proposal shall be submitted in hard copy with original signatures.

Only those proposals received by the OK/SHPO no later than 5:00 p.m. on April 12, 2024, will be considered. Proposals will be evaluated by the OK/SHPO in accordance with item VI below, and all applicants will be notified of OK/SHPO's decision by **May 10, 2024**. The Subgrantee cannot begin project work until the subgrant agreement with the OK/SHPO is executed. The OK/SHPO reserves the right to not award this project. Applicants may be requested to negotiate revisions in the project design, schedule, product and/or cost proposed. The OK/SHPO reserves the right to not award this project.

SUBMIT PROPOSALS TO:

STATE HISTORIC PRESERVATION OFFICE

OKLAHOMA HISTORICAL SOCIETY

ATTN: LYNDA OZAN, DEPUTY SHPO

800 NAZIH ZUHDI DRIVE

OKLAHOMA CITY, OK 73105

V. PROPOSAL EVALUATION

Complete proposals received by the deadline cited above will be evaluated by the OK/SHPO standards. The criteria listed on the following pages will be applied to each proposal:

EVALUATION OF PROPOSALS GUIDE FOR ASSIGNING POINTS FOR PROPOSAL RANKING

For those categories in the proposal ranking system that have a possible point range, the following shall be used to assign the points.

ITEM #1: The proposal clearly demonstrates the applicant's understanding of the project work included in the RFP.

<u>POINTS</u>	<u>EVALUATION</u>
20	Clearly demonstrates a complete understanding of the project work.
15	Demonstrates an understanding of the major elements of project work.
10	Demonstrates a minimal understanding of major elements of project work.
5	Demonstrates a poor understanding of the project work.
0	Demonstrates a complete misunderstanding of the project work.

ITEM #2: Principal project personnel must meet the minimum professional qualifications required for the project. For this item the score will either be "10" or "0". There is no range.

ITEM #3: The applicant demonstrates successful experience in carrying out similar types of project work.

<u>POINTS</u>	<u>EVALUATION</u>
20	Demonstrates a great deal of experience in successfully completing this type of project work.
15	Demonstrates successful experience in similar project work.
10	Demonstrates only limited experience in similar project work.
5	Demonstrates experience that could only be considered "similar" in the broadest of interpretations.
0	Demonstrates no experience even remotely related to the project work.

ITEM #4: Understanding of the applicable Secretary of the Interior's Standards and Guidelines is evident.

<u>POINTS</u>	<u>EVALUATION</u>
20	Evidence of thorough understanding of the applicable standards and guidelines.
15	Evidence of understanding of the applicable standards.
10	Evidence of minimal understanding of the applicable standards.

5 Evidence of extremely limited understanding of the applicable standards and guidelines.

0 Evidence of no understanding of the applicable standards and guidelines.

ITEM #5: The Subgrantee is a minority organization or firm or is primarily devoted to serving disabled persons or is owned by a disabled person. For this item the score will either be "10" or "0". There is no range of points.

ITEM #6: The proposal demonstrates the existence of an adequate financial management and accounting system to ensure appropriate expenditure of federal funds. For this item the score will either be "10" or "0". There is no range of points.

ITEM #7: Proposed budget is sufficient to ensure successful completion of the project work, and each cost is reasonable and necessary. The score for this item will be either "10" or "0". There is no range of points.

ITEM #8: On similar projects the applicant performed the work in accordance with the subgrant agreement.

POINTS

EVALUATION

10 For its two (2) most recently completed subgrant projects the applicant met all requirements of the subgrant agreement, including submission of products in accordance with the project schedule, unless the SHPO's approval for an amended project schedule was obtained and adequate justification for any delays was demonstrated. Additionally, the draft products submitted required only a reasonable amount of revision, and final products met the requirements of the subgrant agreement.

0

For its two (2) most recently completed subgrant projects the applicant did not meet all requirements of the subgrant agreement, including submission of products in accordance with the project schedule. The OK/SHPO's records document the applicant's pattern of delinquent progress reports and late submission of draft products without request for extensions and/or the draft products submitted required more than a reasonable amount of revision.

VI. CONTRACTUAL REQUIREMENTS

Federal funds from the Department of the Interior will be utilized as the source of subgrant funding for this project. Any contract awarded for the project described herein will: (1) provide for administrative, contractual, or legal remedies in instances where the contractor violates or breaches contract terms; (2) describe conditions under which the contract may be terminated by default, and conditions of termination because of circumstances beyond the contractor's control; (3) provide for access by the OK/SHPO and the Federal Government, or any of their duly authorized representatives, to records of the contract or records directly related to the contract; (4) require that the contractor maintain all financial records relevant to the project until the OK/SHPO notifies contractor that they can be destroyed; and (5) require compliance with the terms and intent of the Civil Rights Act of 1964. A sample copy of the project is available in *Guidelines for Subgrantees* (<http://www.okhistory.org/shpo/rfp.htm>).

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.

VI.