REQUEST FOR PROPOSALS
ARCHEOLOGICAL SURVEY WITHIN CIMARRON RIVER VALLEY
BEAVER COUNTY, OKLAHOMA

Project No. 20-401

I. INTRODUCTION
The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals to undertake an archeological survey of portions of a tract of land within the Cimarron River Valley, Beaver County, Oklahoma (Management Region 1). The survey involves a geographical region of northwest Oklahoma subject to increased threats from wind turbine farms, oil and gas operations, and modern day farming and ranching activities within areas that should yield evidence of past prehistoric and historic occupations.

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 properties. The results obtained are expected to provide information useful in making management decisions about properties and districts eligible for the National Register of Historic Places.

Additionally, the purpose of the project is to obtain baseline 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/archeological resources located in Oklahoma.
Rationale for the integration of survey efforts into a planning framework and other related historic preservation program areas is presented in the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation", (Federal Register 48 (19C), 44716-44742, Thursday, September 29, 1983) (available online at http://www.okhistory.org/shpo/rfp.htm).

This cultural resource investigation will be accomplished as part of the ongoing Oklahoma comprehensive survey program supported in part by federal funds. The overall purpose of this program is to increase the area surveyed within the state, identify resources, assess eligibility for inclusion in the National Register of Historic Places, and facilitate cultural resource management decisions.

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 $25,000 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 project will consist of an intensive-level survey of locations likely to contain archeological sites dating from the Paleoindian through Historic times. Areas to be surveyed will be selected from a list developed as part of the project (described below). The survey will be an intensive pedestrian surface survey of at least 4 square miles (2,560 acres) at locations selected from those developed as part of the project. The
survey is intended to provide data useful for estimating the frequencies and locations of sites within a portion of Oklahoma expected to contain evidence of multiple occupations.

The Subgrantee will be responsible for developing the list of areas to be surveyed that shall comprise at least 4 square miles from which the required survey area of 3.5 square miles will be selected for visiting and, to the extent appropriate, recording any site discovered. This list shall be developed from the best available sources, shall provide full bibliographic citations, and shall be reviewed and approved by the OK/SHPO prior to the commencement of survey activities. Areas that have been intensively surveyed during the last five years will not be selected for investigation. Individuals planning to respond to this RFP have the responsibility to review the 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 seven work elements. The project will consist of: compiling a list (including maps) of proposed survey locations, selecting from the list a sample of locations to be visited, an explicit research design, public contact, field examination, site assessment, and report preparation.

A. Development of the List of Survey Areas
The Subgrantee shall develop a list of areas to be surveyed. A brief narrative shall accompany the list, which will include a discussion of the documentation used in compiling the list and the reliability of the locational information provided by the documents. Each item on the list will not only provide accurate locational information but will also include any additional information not included in the introductory discussion. The draft list will indicate 4 square miles of area divided into sections and ranked to delineate the preferred required 3.5 square miles of survey area. The location list must be submitted to the OK/SHPO no later than the sixth week of the project. The list will be reviewed and returned to the Subgrantee, either approved or with request for revision, within 15 days.
B. **Sample Size, Method, and Units**
For purposes of this project, a total of 3.5 square mile area within a geographical region defined as the Cimarron River Valley in Beaver County, Oklahoma, will be surveyed. This is a region expected to contain evidence of use dating from the Paleoindian through early Historic periods. These sites will be listed in the final report as approved in the preliminary listing.

C. **Research Design**
The research design will, at a minimum, include the following: 1) a statement of objectives that refers to current knowledge about sites based on background research or assessments of previous research (it should clearly define the anticipated number of sites to be investigated and the amount and kinds of information gathered); 2) a statement of the methods that both clearly and specifically relates to research problems (the methods should be compatible with the past and present historical and environmental character of the geographic area under investigation, and the kinds of properties likely to be present); and 3) a statement about the expected results and the reasons for those expectations.

D. **Public Contact**
Prior to entering private property to conduct archeological investigation, the Subgrantee will obtain from the property owner, or their recognized representative, conditions for the removal, retention, or return of archeological materials. During the course of the inventory, the Subgrantee will contact known artifact collectors and record sites located outside of selected sample units. The Subgrantee is also encouraged to promote public awareness of the values associated with the identification, evaluation, registration, and treatment of cultural resources.
E. Field Examination

The Subgrantee will conduct a thorough on-the-ground intensive investigation of all selected areas. The investigation will be of sufficient detail and intensity to clearly establish the existence, location, and boundaries of cultural resources. Limited testing techniques may be used to augment the surface sample on areas of heavy ground cover. The field examination will be conducted in close coordination with the contract manager and the project will be subject to periodic visits by OK/SHPO representatives with prior notice. The Subgrantee will keep clear, legible, standard field records available and current for review by the contract manager or representative. These records will include, but not be limited to, field notebooks, site forms, and field photographs. Completed site forms and photographs will be submitted as an appendix to the cultural resources survey report.

The Subgrantee will collect and retain only those artifacts necessary for dating the site and assessing the cultural component or components of the particular site. All collected artifacts will be carefully washed, catalogued, recorded, and stored during the survey. After analysis and reporting, the artifacts will either be returned to the property owner or be curated at a location agreed upon by the OK/SHPO. A notarized statement granting possession of recovered material must be submitted for all collections not returned to the landowner.

F. Site Documentation

The Subgrantee will record cultural resources on Oklahoma Archeological Survey site forms, if appropriate, and site form updates will be completed and submitted, as necessary, for previously recorded cultural resources located by the project. Site forms and updates will be submitted to the OK/SHPO and the Oklahoma Archeological Survey, and all site forms must be satisfactorily completed and have site numbers assigned on or before the end of the third month of the contract. A preliminary report will be due on the last day of sixth
month of the contract. This report will briefly describe the area surveyed, results obtained, and include an inventory listing the identified resources by site number.

G. 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 or surveyed; 5) the research design; 6) the methods used, including the intensity of coverage; 7) the kinds of materials sought; 8) results; 9) the kinds of archeological materials present in the surveyed area; 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) identification of sites requiring subsurface testing in order to evaluate National Register eligibility; 16) recommendations; 17) a concise, definitive summary; 18) 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; 19) references cited; and 20) appendices, as necessary.

The report will be written in accordance with the style found in American Antiquity and/or American Anthropologist. The Subgrantee will submit one (1) 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 thirty (30) days. The Subgrantee will have thirty (30) calendar days to incorporate the OK/SHPO comments into the final report and submit three (3) letter-quality, computer printed copies of the final
report to the OK/SHPO along with one (1) copy with site form(s) keyed to separately-packaged original field photo negatives and prints. In addition to the hard copy version, one (1) copy of the final report 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 archeologist 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 10, 2020, will be considered. Project work that will generate costs for reimbursement from the OK/SHPO or that will be counted as nonfederal matching share cannot begin before the effective date of the subgrant agreement. Proposals will be evaluated by the OK/SHPO, and all applicants will be informed of the OK/SHPO decision by May 1, 2020. 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.

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<tr>
<th>POINTS</th>
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<tr>
<td>20</td>
<td>Demonstrates clearly a complete understanding of the project work.</td>
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<tr>
<td>15</td>
<td>Demonstrates an understanding of the major elements of project work.</td>
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<tr>
<td>10</td>
<td>Demonstrates a minimal understanding of major elements of project work.</td>
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<tr>
<td>5</td>
<td>Demonstrates a poor understanding of the project work.</td>
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<tr>
<td>0</td>
<td>Demonstrates a complete misunderstanding of the project work.</td>
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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.

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<th>POINTS</th>
<th>EVALUATION</th>
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<tr>
<td>20</td>
<td>Demonstrates a great deal of experience in successfully completing this type of project work.</td>
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<td>15</td>
<td>Demonstrates successful experience in similar project work.</td>
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<tr>
<td>10</td>
<td>Demonstrates only limited experience in similar project work.</td>
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<tr>
<td>5</td>
<td>Demonstrates experience that could only be considered &quot;similar&quot; in the broadest of interpretations.</td>
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<tr>
<td>0</td>
<td>Demonstrates no experience even remotely related to the project work.</td>
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**ITEM #4:** Understanding of the applicable Secretary of the Interior's Standards and Guidelines is evident.

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<th>POINTS</th>
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<tr>
<td>20</td>
<td>Evidence of thorough understanding of the applicable standards and guidelines.</td>
</tr>
<tr>
<td>15</td>
<td>Evidence of understanding of the applicable standards.</td>
</tr>
<tr>
<td>10</td>
<td>Evidence of minimal understanding of the applicable standards.</td>
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</tbody>
</table>
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.
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 or 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:
Chief, Office of Equal Opportunity
United States Department of the Interior
National Park Service
1201 Eye Street, NW (2740)
Washington, D.C. 20005