

**REQUEST FOR PROPOSALS FOR
ARCHAEOLOGICAL DATA RECOVERY STUDIES ON
SITES 44FV0275 AND 44FV0276**

I. PROJECT DESCRIPTION

The James River Water Authority (the “JRWA”) is developing the James River Water Supply Project (Project). The purpose of the proposed project is to provide a new and reliable raw water supply of sufficient quantity to meet the short and long-term needs of Fluvanna and Louisa Counties for delivery to an agreed-upon interconnection point planned for use by Fluvanna and Louisa Counties. The proposed project is necessary to meet the near-term and long-term water demands associated with the Counties of Fluvanna and Louisa.

The currently proposed Project design would situate the intake structure beneath the water surface in the James River, approximately 2.2 miles upstream of its confluence with the Rivanna River and will convey water from an aboveground pump station on the adjacent floodplain in a northerly then easterly direction approximately 4.1 miles to a point north of Route 6 west of the town of Columbia. More information about the background and history of JRWA’s project can be found at the following link: <https://www.fluvannacounty.org/bc-jrwa>.

The JRWA is seeking proposals from qualified firms to provide archaeological data recovery (Phase III) studies for Sites 44FV0275 and 44FV0276. The consultant would be an independent contractor to the JRWA and would be responsible for conducting research, fieldwork, analyses, and report production necessary to comply with Section 106 of the National Historic Preservation Act (NHPA) and guidelines of the Virginia Department of Historic Resources (DHR). In addition, the consultant would address any specific requirements of the Memorandum of Agreement (MOA) for the Project.

A. Status of Section 106 Consultations for the JRWA Project

The United States Corps of Engineers (USACE), Norfolk District, lead federal agency, through Section 106 consultation with the DHR and other consulting parties including the Monacan Indian Nation, will determine if the Project will have an adverse effect to archaeological Sites 44FV0275 and 44FV0276 that are eligible for listing in the NRHP. JRWA’s cultural resources consultants prepared a Phase I survey report¹ addressing Site 44FV0275 (Attachment 1), a draft Phase II evaluation report addressing Site 44FV0276 (Attachment 2) and a draft treatment plan (Attachment 3) based on the assumption that both sites are eligible. The USACE plans to circulate the draft Phase II report and treatment plan and a draft MOA for the Project to consulting parties for comment. The JRWA’s consultants will revise the report and treatment plan to address consulting party comments. NOTE: Attachments will be provided to qualified firms requesting them (see Section VII).

Currently, it is anticipated that the Section 106 process will be closed with an executed MOA in early fall 2023. The JRWA will request a notice to proceed (NTP) for implementation of the treatment plan following execution of the MOA.

¹ Note that the JRWA stipulated Site 44FV0275 is eligible for the NRHP and no Phase II investigations were conducted on the site.

B. JRWA's Approach to Completing Data Recovery Investigations

The JRWA is soliciting proposals to implement the draft treatment plan with the understanding that review comments from consulting parties and resultant changes to the treatment plan may require a change in scope and cost developed in response to this RFP. To ensure a qualified consultant is available and under contract, and to protect the Project construction schedule, the JRWA plans to award the Project based on the current draft documents and address potential scope and cost changes prior to the beginning of fieldwork.

The JRWA will work with the selected consultant to finalize the scope and cost and develop a schedule for completing the investigations. The JRWA intends to complete the field investigations in fall 2023.

II. SCOPE OF WORK

Appendices A and B of the draft treatment plan (Attachment 3) provide the scope of work for the proposed data recovery investigations. In conjunction with the Phase I and Phase II reports, the treatment plan lays out the approach and methodology to be followed in the field, during analysis and reporting, and the additional items that should be included in the cost such as public involvement tasks.

III. PROJECT SCHEDULE

The JRWA anticipates selecting a consultant and awarding the contract at the September 13, 2023, board meeting. The selected team is expected to begin fieldwork on October 23, 2023. To assist in maintaining the schedule and budget, daily reports are required that summarize each day's progress and results.

An end-of-fieldwork summary letter is due within two weeks of the completion of fieldwork. The draft report of the investigation is due 11 months following completion of field investigations. Following receipt of client comments, a revised draft report will be due within two weeks for submittal to the DHR and other consulting parties for comments. Following receipt of comments, a final draft report will be prepared addressing consulting party comments.

IV. PROCESS FOR SUBMITTING PROPOSAL

Sealed hardcopy proposals will be due in the office of Fluvanna County Administrator, attention Eric Dahl, at **132 Main Street Post Office Box 540 Palmyra, VA 22963**, no later than 2:00 p.m. on August 15, 2023. The proposals shall be marked "Archaeological Data Recovery Proposals for James River Water Authority (Phase III)" on the outside. Seven copies of the proposal shall be submitted. Also, a digital copy of the proposal should be provided by email to brendan@heftywiley.com. The email should include either an attached copy of the proposal or a link to a file transfer protocol site where the proposal may be downloaded.

Proposals will comprise two separate bound documents in one envelope:

1. Technical proposal with company references and resumes for key staff. Because the draft treatment plan is detailed, technical proposals should be brief and should focus on proposed deviations from the treatment plan.
2. Cost proposal and rate schedule. The following table provides some guidance for presentation of the cost proposal; customize as appropriate for your proposal. A cost per

task should be presented with a total for each site at the bottom of the table. Specific assumptions should be included to allow comparisons among proposals (do not give costs for each assumption, just a cost for the overall task).

Site 44FV0275	Cost	Site 44FV0276	Cost
Project Management <ul style="list-style-type: none"> • List your assumptions • X internal project calls • X field meetings with agency staff • Etc. 			
Pre-field Preparation and Background Research <ul style="list-style-type: none"> • Arranging porta-potties • Arranging travel for staff • Etc. 			
Fieldwork <ul style="list-style-type: none"> • Number of field technicians • Number of professional staff in field • Assumed number of days • Length of days • Number of flotation samples to be taken • Etc. 			
Lab Analysis <ul style="list-style-type: none"> • Number of C14 samples • Number of flotation samples to be processed • Number of artifacts to inventory • Etc. 			
End of Fieldwork Summary			
Draft and Final Reports			
Public Involvement and Interpretation			
Total Cost:			

Proposals shall include, at a minimum, the following information:

- a) Background, experience, and credentials of the firm and key personnel, listing the key personnel (including anticipated specialized subconsultants) and indicating who will be the Principal Investigator(s) and who will be the primary point of contact on this project.
- b) The firm shall have personnel available that meet the minimum professional qualifications in archaeology and architectural history, as established by the *Secretary of the Interior's Professional Qualifications Standards*.
- c) Experience excavating stratified sites or at least working with similar sites/settings in Virginia and/or the region.
- d) References from at least three projects that the team feels would be most relevant to this project.
- e) Availability of the firm to meet accelerated schedules.
- f) Rate schedule of staff to perform the work.

Proposals are limited to a total of 20 pages plus resumes. Resumes are to be no longer than three pages and highlight relevant experience.

V. CRITERIA FOR EVALUATION OF PROPOSALS

The proposals will be evaluated based on the following criteria:

- a) Background and experience with similar excavation setting and similar sites (20%).
- b) Regional experience and qualifications of personnel (20%).
- c) References (10%).
- d) Ability to meet schedule (10%).
- e) Cost of services (40%).

VI. PROCESS FOR EVALUATING PROPOSALS

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in this Request for Proposal, including cost of services. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the JRWA shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

In negotiations regarding the terms of the contract, the JRWA has no legal authority to indemnify the offeror. Firms submitting proposals agree that they will not ask the JRWA to indemnify them in any resulting contract.

Award of the RFP will be posted on the JRWA's website and eVA.

VII. QUESTIONS

Questions about the RFP are due in writing by 5:00 pm, July 17, 2023. They can be submitted to the JRWA's counsel, Brendan Scott Hefty, Hefty Wiley & Gore, P.C, at brendan@heftywiley.com.

Responses to the questions will be posted on July 20, 2023, on the JRWA website and eVA.

Requests for the attachments should be made in writing via email to brendan@heftywiley.com.