

REQUEST FOR PROPOSALS FOR CULTURAL RESOURCES AND ARCHEOLOGICAL CONSULTANT SERVICES

I. SCOPE OF SERVICES.

The James River Water Authority (the “JRWA”) seeks proposals from qualified individuals or firms to provide cultural resource and archeological services to the JRWA.

The JRWA requests assistance with the Section 106 review process of the Historic Preservation Act related to the JRWA’s permit application with the Army Corps of Engineers to construct a raw water intake and pump station using the James River in Fluvanna County. The intake structure is proposed to be located beneath the water surface in the James River, upstream of its confluence with the Rivanna River and will convey water from the pump station, in a northerly direction, approximately one mile to a point north of Route 6 west 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 consultant would be an independent contractor to the JRWA and would be responsible for reviewing and making revisions to the JRWA’s proposed treatment plan and other archaeological studies necessary to comply with Section 106 of the Historic Preservation Act, managing the JRWA’s cultural resource and archeological compliance on the project during the permitting and construction phases, and advising the JRWA regarding regulatory matters associated with cultural resources. The services may also include archeological Phase I, Phase II and Phase III investigations and/or studies as requested by the JRWA. Phase I (assessment) will include the capability to define areas where resources are likely to be present and identifying low, moderate and high potential impact areas. Phase I (identification survey) will include the capability of conducting investigative surveys; compiling/recordation of data from historical impacting areas; locate and identify historical sites, buildings, structures and objects; estimate site size and boundaries, assess and identify sites potential for eligibility to the National Register of Historic Places. Phase II (evaluation) will include the capability to evaluate a site or structure’s significance, assess the characteristics of the property against defined historic context, determine whether the site is eligible for listing on the HRHP, and provide recommendation for further treatment of the site. Phase III (data recovery) will include the capability to develop and implement site treatment and data recovery plans.

The firm shall be familiar with the Guideline for Archaeological Investigations in Virginia, National Historic Preservation Act of 1966, and the process/procedures

of the Virginia Department of Historic Resources (VDHR), the U.S. Army Corps of Engineers (COE) and the National Park Service (NPS). The firm must have extensive experience with the development of memoranda of agreement (MOAs) and Treatment Plans with these and other organizations associated with the protection and classification of historical sites, buildings, and objects.

The individual or firms submitting shall have personnel available that meet the minimum professional qualifications in archeology as established by the *Secretary of the Interior's Professional Qualifications Standards*.

II. PROCESS FOR SUBMITTING PROPOSALS.

Sealed 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 27, 2019. The proposals shall be marked "Cultural Resources and Archeological Consultant Proposals for James River Water Authority" on the outside. Seven copies of the proposal shall be submitted. Proposals shall include, at a minimum, the following information:

- a. Background and experience of the firm or individual in general, including qualifications and credentials of the firm and all persons who will be assigned to the projects under the resulting contract and identification of the name and background of the person who will be the primary point of contact on this project.
- b. Experience working with similar projects in Virginia and region.
- c. References from at least three projects which the firm or individual feels would be most relevant to this project.
- d. Availability of individual or firm to meet accelerated schedules.
- e. Rate Schedule of individuals and key personnel to perform the work.

III. CRITERIA FOR EVALUATION OF PROPOSALS.

The proposals will be evaluated based on the following criteria:

- a. Background and experience with similar projects.
- b. Experience and qualifications of personnel.
- c. References.
- d. Ability to meet Schedule.

- e. Cost of services.

IV. PROCESS FOR EVALUATING PROPOSALS.

Following the receipt of 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 the Request for Proposal, including price if so stated in the Request for Proposal. 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 public body 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. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one 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.

V. QUESTIONS.

Any interested person who has a question about the project or the Request for Proposal may contact the JRWA's counsel, Brendan Scott Hefty, Hefty Wiley & Gore, P.C, at (804) 780-3143 or write him at brendan@heftywiley.com.