



REQUEST FOR PROPOSALS FOR
Pedestrian Archaeological Survey for the Jicarilla Ranger District Wildlife Habitat
Improvement Project

San Juan SWCD RFP 24-25-003

Contact Person: Edicia Rodriguez

Mailing Address: 301 McWilliams Rd, Aztec, NM 87410

Physical Address: 301 McWilliams Rd, Aztec, NM 87410

Telephone: 505-234-6040 E-Mail: edicia@sanjuanswcd.com

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DATE: May 2nd, 2025

TIME: 3:00 p.m. MDT

DELIVER TO: 301 McWilliams Rd, Aztec, NM 87410

The date and time received will be stamped on the proposals by the District offices. Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address.

A PRE-PROPOSAL CONFERENCE will ☒ will not be held.

DATE: _N_A_ TIME: NA MST MDT

LOCATION: _____

San Juan Soil & Water Conservation District

Table of Contents

I. INTRODUCTION	4
A. PURPOSE OF THIS REQUEST FOR PROPOSALS.....	4
B. PROCUREMENT MANAGER.....	4
C. DEFINITION OF TERMINOLOGY	5
II. CONDITIONS GOVERNING THE PROCUREMENT	7
A. SEQUENCE OF EVENTS.....	7
B. EXPLANATION OF SEQUENCE OF EVENTS	8
1. Issue RFP.....	8
2. Acknowledgement of Receipt Form	8
3. Pre-Proposal Conference	8
4. Deadline to Submit Written Questions.....	8
5. Response to Written Questions.....	8
6. Submission of Proposal	8
7. Proposal Evaluation.....	9
8. Selection of Finalists.....	9
9. Issue Notice of Award, Prepare Contract.....	9
10. Protest Deadline.....	9
C. GENERAL REQUIREMENTS.....	9
1. Protests.....	9
2. Incurring Cost.	10
3. Subcontractors	10
4. Amended Proposals.....	10
5. Offeror's Rights to Withdraw Proposal	10
6. Disclosure of Proposal Contents.....	10
7. Termination	10
8. Sufficient Appropriation	10
9. Standard Contract	10
10. Offeror Qualifications	11
11. Right to Waive Minor Irregularities	11
12. Notice	11
13. Release of Information.....	11
14. Clarifications from Offerors	11
15. Disclosure Regarding Responsibility	11
16. Conflict of Interest; Governmental Conduct Act.....	12
III. RESPONSE FORMAT AND ORGANIZATION	12
1. Number of responses	12
2. Number of Copies.....	12
IV. SUBMISSION & GENERAL INFORMATION	12
1. Special Contract requirements	12
V. STATEMENT OF WORK.....	15
1. SECTION- 1 GENERAL	15

1.1-Scope of Work.....	15
Table 1. JWHIP Archaeological Survey Areas, Phase I.	16
1.2 - Period of Performance.....	17
1.3 - Schedule of Contract	17
1.3.1 - Records Search.....	17
1.3.2 - Fieldwork.....	17
2_SECTION-11 DEFINITIONS	18
3. SECTION-111 FOREST SERVICE FURNISHED PROPERTY, MATERIALS, SERVICES	19
4. SECTION- IV CONTRACTOR FURNISHED CRITICAL ITEMS/SERVICES	20
5. SECTION-V PERFORMANCE WORK STATEMENT TASKS AND CRITICAL SUBTASKS	20
Table 2. JWHIP Archaeological Survey Areas with Acres and site Updates	21
6- SECTION- VI DELIVERABLES	30
7. SECTION- VII GOVERNMENT PUBLICATION/INDUSTRY STANDARDS/STATE STANDARDS/	
GOVERNMENT STANDARD/TECHNICAL EXHIBTS.....	33
A. Appendix 1 Known sites within project areas/Cultural Survey Areas	35
8-SECTION-VIII CONTRACT ADMINISTRATION DATA.....	38
9. -Section- 9 INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	38
A. Mandatory Specification Check List.....	38
10.-EVALUATION FACTORS.....	42
11. SECTION-11 EVALUATION CRITERIA.....	43
A. <i>Evaluation point</i> summary	43
B. <i>Evaluation Process</i>	43
ATTACHMENT 1-ACKNOWLEDGEMENT OF RECEIPT FORM	45
ATTACHMENT 2: CAMPAIGN CONTRIBUTION DISCLOSURE FORM.....	46
ATTACHMENT 3: RESIDENT BUSINESS OR VERTERN'S PREFERENCE CERTIFICATION	48
ATTACHMENT 4: CULTURAL SURVEY AREA MAPS.....	49
ATTACHMENT 5: SURVEY AREA BID FORM	72
ATTACHMENT 6: DEBARMENT/ SUSPENSION CERTIFICATION FORM.....	73
ATTACHMENT 7: MANDATORY SPECICATIONS CHECK LIST	74

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The contractor shall provide any and all labor, equipment, supplies, services, permits, and licenses, necessary to perform a 100% pedestrian archaeological survey (equivalent to a BLM Class III survey) of approximately **9,035 acres** on the Jicarilla Ranger District, Carson National Forest in Rio Arriba County, New Mexico. The Jicarilla Wildlife Habitat Improvement Project (JWHIP) Survey, Phase I consists of 9,035 acres located within twenty-one inventory units. The average site density of the Carson National Forest, Jicarilla Ranger District is approximately thirty-eight sites per section. In the various survey areas, the site density is expected to be similar.

B. PROCUREMENT MANAGER

1. San Juan SWCD has assigned Administrative Assistant to act as Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Edicia Rodriguez, Procurement Manager

Address: San Juan Soil and Water Conservation District
301 McWilliams Rd, Aztec, NM 87410

Telephone: 505-234-6040

Email: edicia@sanjuanswcd.com

All deliveries of responses via express carrier must be addressed as follows:

Name: Edicia Rodriguez, Procurement Manager
Reference RFP Name: RFP 24-25-003 Pedestrian archaeological survey
Address: San Juan Soil and Water Conservation District
301 McWilliams Rd., Aztec, NM 87410

Any questions or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Bidders may contact **ONLY** the Procurement Manager regarding this procurement, who will forward technical questions to the appropriate individuals. Written questions shall be submitted via email to the email address above.

C. DEFINITION OF TERMINOLOGY

This paragraph contains definitions that are used throughout this Request for Proposals (RFP), including appropriate abbreviations.

"Award of Contract" shall mean a formal written notice by San Juan SWCD that a firm has been selected to enter into a contract for services.

"Business Hours" means 8:00 AM thru 4:30 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

"Contract" means an agreement between San Juan SWCD, and Archaeological contractor covered by this RFP.

"Contractor" means a successful Offeror awarded the contract.

"Determination" means the written documentation of a decision of the Evaluation Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

"Entity" means San Juan Soil & Water Conservation District (SWCD) for the purposes of Section 13-1-120(8)(6), NMSA 1978; Evaluation Criteria; and is the entity requesting proposals.

"Evaluation Committee" means a body appointed to perform the evaluation of Offerors' proposals.

"Evaluation Committee Report" means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the procurement.

"Finalist" means an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Offeror" is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

"Procurement Manager" means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

"Proposal" is the Offerors response to this RFP.

"Request for Proposals" or **"RFP"** means all documents, attached or incorporated by reference, used for soliciting proposals.

"Resident Business", "Resident Contractor", or "Resident Veteran" means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-21 and 13-1-22 NMSA 1978.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that their financial resources, production or service

facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal, which conforms in all material respects to the requirements set forth in RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

"User" means San Juan SWCD.

"User Contact" is the person designated by San Juan SWCD to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

"Veteran Preference" - See 'Resident Business, Resident Contractor or Resident Veteran' definition above.

The terms **"must," "shall," "will," "is required," or "are required"** identify a *necessary* item or factor. Failure to comply with such an item or factor *may* result in the rejection of the Offerors' proposal.

The terms **"can," "may," "should," "preferably," or "prefers"** identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor *may* result in the rejection of the Offerors' proposal. *Rejection of the proposal will be subject to review by the Evaluation Committee and the final decision on rejection will be made by the Committee Chairman.*

D. BACKGROUND SUMMARY

The San Juan Soil and Water Conservation District (San Juan SWCD) is requesting proposals for Pedestrian Archaeological Survey for the Jicarilla Ranger District Wildlife Habitat Improvement Project on the Carson National Forest, Jicarilla Ranger District. Site recording will include mapping, narrative updates, as well as assessments of condition, National Register of Historic Places eligibility, and fire sensitivity.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the Selection Process and specifies general requirements.

A. SEQUENCE OF EVENTS

	<u>Action</u>	<u>Responsibility</u>	Date Time
1.	Issue RFP	San Juan SWCD	April 15th, 2025 @ 10 am
2.	Acknowledgement of Receipt of Request for Proposals	Potential Offerors	April 25th, 2025
3.	Pre-Proposal Conference	N/A	N/A
4.	Deadline to submit written questions	Potential Offerors	April 28th, 2025
5.	Response to written questions	Procurement Manager	April 30th, 2025
6.	Submission of Proposal	Offerors	May 2nd, 2025 @ 3 pm
7.	Proposal Evaluation	Evaluation Committee	May 5 th - May 6th
8.	Recommendation of Finalist(s) to Governing Board, Selection of Finalist, Issue Notice of Award	Procurement Manager, San Juan SWCD	May 6th, 2025 @ 4:00pm
9.	Finalize contract(s)	Procurement Manager	May 16th, 2025
10.	Protest of Award Deadline	Offeror(s)	May 21st, 2025
11.	Project Start Date	Contractor	June 1st, 2025
12.	Project Completion Date	Contractor	June 30th, 2026

B. EXPLANATION OF SEQUENCE OF EVENTS

Issue RFP

This RFP is issued by San Juan SWCD in accordance with the provisions of 13-1-120 and 13-1-121 NMSA 1978.

Acknowledgement of Receipt Form

Potential offerors should return the Acknowledgement of Receipt Form (Attachment 1) to the procurement manager by email (as declared in Section I, Paragraph B) by April 25th, 2025, in order to be added to the project distribution list. Only offerors who submit an Acknowledgment of Receipt will receive responses to written questions. Failure to submit it could lead to missed information which may deem your proposal non-responsive.

Pre-Proposal Conference

A pre-proposal conference will not be held.

Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until the time stated in the Sequence of Events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph B, by April 28th, 2025.

Response to Written Questions

Written responses to written questions will be distributed by the deadline stated in the Sequence of Events to all potential Offerors that have submitted a notice of intent to submit a proposal by April 30th, 2025.

Submission of Proposal

ALL OFFEROR PROPOSALS SHALL BE SUBMITTED NO LATER THAN **3:00 P.M.** M.D.T. ON **May 2nd, 2025**, PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. NO EXCEPTIONS. THE DATE AND TIME OF RECEIPT OF EACH PROPOSAL SHALL BE RECORDED BY THE PROCUREMENT MANAGER.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph B. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP 24-25-003. Proposals submitted by email, facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the evaluation and negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required San Juan SWCD signature on the contract(s) resulting from the procurement has been obtained.

Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions shall not be initiated by the Offerors.

Selection of Finalists

The Procurement Manager shall prepare a procurement report and a recommendation to the Board for award(s) that shall include the ranking of all Offerors. Finalists will be notified.

Issue Notice of Award, Prepare Contract

Upon the successful completion of contract negotiations and San Juan SWCD Board approval, the Procurement Manager shall issue the Notice of Award and prepare the Contract. In the event that mutually agreeable terms cannot be reached within the time specified, the San Juan SWCD Board of Supervisors reserves the right to finalize a contract(s) with the next most advantageous Offerors without undertaking a new RFP process.

Protest Deadline

The protest period for the award of the contract shall extend fifteen (15) calendar days after the date of the Notice of Award. The deadline for the protest is May 21st, 2025. Protests of solicitation or award must be delivered by email to the Protest Manager. The District Manager is also named as the Protest Manager in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172. See Section 2. C. 1 below for details.

C. GENERAL REQUIREMENTS

The General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the project will be completed.

Protests

In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with the award of a contract may protest to the Procurement Manager. The protest must be submitted in writing via email within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to:

Edicia Rodriguez, Procurement Manager
San Juan Soil & Water Conservation District
301 McWilliams Rd, Aztec, NM 87410
edicia@sanjuanswcd.com

The 15-day protest period shall begin on the day following the date of written notice of action from San Juan SWCD. Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.

Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

Subcontractors

All work that may result from this procurement must be performed by the contractor and payments will only be made to the contractor. Use of subcontractors identified in the proposal is permitted, but since the award is made on a quality-based evaluation process, future subcontracting of the work is not acceptable without prior approval from San Juan SWCD.

Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. San Juan SWCD personnel will not collate or assemble proposal materials.

Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to San Juan SWCD. The approval or denial of withdrawal requests received **after** the deadline for receipt of the proposals is at the discretion of San Juan SWCD.

Disclosure of Proposal Contents

The content of proposals will be kept confidential until the successful Offeror's contract has been signed by San Juan SWCD. At that time, all proposals will be open to the public, except for the material which has previously been noted and deemed as proprietary or confidential.

Termination

This RFP may be canceled at any time and all proposals may be rejected in whole or in part when San Juan SWCD determines such action to be in the best interest of San Juan SWCD and the State of New Mexico.

Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the contractor. San Juan SWCD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the contractor will be compensated to the level of effort performed, as authorized by San Juan SWCD prior to that determination.

Standard Contract

The contract between San Juan SWCD and a contractor will follow a format specified by San Juan SWCD and contain the terms and conditions set forth. However, San Juan SWCD reserves the right to negotiate provisions in addition to those contained in this RFP with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant

contract.

San Juan SWCD discourages exceptions from the contract terms and conditions as set forth in the RFP Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of San Juan SWCD (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions set forth in the RFP strongly enough to propose alternate terms and conditions despite the above, the Offeror must propose **specific** alternative language. San Juan SWCD may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Contract are not acceptable to San Juan SWCD and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording under this section.

Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to *waive* minor irregularities. The Evaluation Committee also reserves the right to *waive* mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

Notice

The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

Release of Information

Only San Juan SWCD is authorized to release information about projects covered by this RFP. The Offerors must refer to San Juan SWCD any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.

Clarifications from Offerors

The Evaluation Committee or designee, after review of the proposal and/or Interview may request clarifications on information submitted by any and all Offerors.

Disclosure Regarding Responsibility

Any prospective Offeror and/or any of its principals who seek to enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company, are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.

Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.

Preceding this offer, have been notified of any delinquent Federal or State taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.

Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.

Conflict of Interest; Governmental Conduct Act

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

III. Response format and organization

A. Number of responses

Each entity may submit only one original proposal in response to this RFP. Amended or replacement proposals will be dealt with as discussed in Section II. C. 4.

B. Number of Copies

Offerors shall provide one original, four (4) identical copies and a digital copy of their proposal to the location specified in Section 11, paragraph B. on or before the closing date and time for receipt of proposals, for a total of five (4) total copies and one digital copy.

IV. Submission & General Information

1. SPECIAL CONTRACT REQUIREMENTS

SCRI.1.1 Proposed preparation costs are at the expense of the offeror and will not be reimbursed.

SCRI.1.1 Award Decision. Whenever possible, award will be made without discussions. If discussions are required, each contractor will be requested to provide a final proposal revision, unless eliminated from discussions through the establishment of a competitive range. Award will be made based on the best value to the Government. The awarded will be firm fixed price with a specific number of calendar days.

SCR2 Contractor Access: If the contractor must unlock a gate, the Contractor is required to relock the gate upon entry and egress.

SCR3 Dry camping options are available near the project units.

SCR4 Performance Time: Proposal will include contract delivery or performance schedule in terms of specific calendar dates or contract time for completion. To facilitate timely inspections, the contractor shall provide the Government of their proposed operation schedule. The contractor shall notify the Government of schedule changes. All work shall be performed during the time period of one-half hour after sunrise to one-half hour before sunset, Monday through Friday, unless time changes are approved by the COR or Inspector.

SCR5 Plan of Work: Prior to commencing the fieldwork, the Contractor shall submit to the COR for review and approval a proposed plan of work that describes the schedule for submission of deliverables, estimated number of person-days for fieldwork, and strategies for accomplishing the scope of work defined in each task order issued under this contract.

SCR6 Collections: Except as otherwise noted, thorough documentation of cultural materials shall be made in the field. Any collections must be approved in advance by the Contracting Officer's Representative, and may be made only in the following instances:

- A. The collection is absolutely necessary to adequately assess the resource,
- B. Especially rare or sensitive temporal indicator artifacts are encountered.

When collection is necessary, the artifact will be point-provenience to a permanent datum established by the contractor and the location of the artifact shown on the site map. All collected materials shall be analyzed and discussed in the final report. Curation of the collected artifacts will be the responsibility of the contractor and, as such, the contractor will be required to have a curation agreement with an appropriate New Mexico repository for these purposes. **All** collections remain the property of the United States Government.

Disposition of Collections and other Investigation Documentation

SCR7 Disposition of Collections and other Investigation Documentation. All material and data produced by the contractor in performance under this contract, or in work in support thereof, are, and shall be, the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data, and shall be, transferred without reservation to the United States Government. Materials include, but are not limited to, the following items: manuscripts, outlines, abstracts, field notes, artwork (including maps, sketches, charts, tables and related overlays), photography (including negatives, transparencies, prints, and microfiches), collected artifacts, and data sheets. The final report will be distributed to interested parties by the government.

The contractor may use the archaeological data resulting from this survey for future research purposes. However, the contractor agrees to provide two copies of any manuscripts, reports, and publications pertaining to the survey to the Carson National Forest, Forest Archaeologist and to acknowledge that the State of New Mexico funded the work.

SCR8 Cleaning Up: The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the work and premises any rubbish, tools, equipment, and materials that are not the property of the Government. Upon completing the work, the Contractor shall leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer or their designee.

SCR9 REQUIRED INSURANCE: The contractor shall acquire and maintain the following minimum insurance during performance of the work:

1. Workers Compensation and Employer's Liability Insurance.
2. General Liability Insurance. Bodily injury in the minimum amount of \$500,000 per occurrence shall be required on the comprehensive form of the policy.
3. The Contractor shall procure and maintain during the term of this contract, and any extension thereof, aircraft public liability insurance in accordance with 14 CFR 298. The parties named insured under the policy or policies shall be the Contractor and the United States of America. Prior to commencement of work hereunder, the Contractor shall furnish to the Contracting Officer a Certificate of Insurance, with the above coverages documented in the amounts required. The policies evidencing the required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the Government in such insurance shall not be effective for such periods as may be prescribed by the laws of the state in which work is to be performed and in no event less than thirty {30} days after written notice thereof to the Contracting Officer.

SCR10 CONTRACTING OFFICER AUTHORITY: The Awarded Contractor is hereby notified that ONLY the Contracting Officer, acting within the scope of the contract, and after consultation with any CORs, has the authority to make changes which affect:

- Contract prices and pricing issues.
- Delivery terms and conditions.
- Terms of the contract
-

In no event shall any understanding, agreement, modification, or change order between the Contractor and a Government person or any individual other than the Contracting Officer be effective or binding upon the Government. Contractor shall not proceed with change unless that change is reduced to writing and agreed upon and signed by the Contracting Officer.

This agreement is the entire agreement, terms and conditions, between the Government and the Contractor; any dispute that arises over the performance of this agreement shall be decided in order of precedence by the Schedule, the Statement of Work, the Clauses, and Provisions.

STATEMENT OF WORK

JICARILLA WILDLIFE HABITAT IMPROVEMENT PROJECT ARCHAEOLOGICAL SURVEY, PHASE I

USDA FOREST SERVICE, CARSON NATIONAL FOREST, JICARILLA RANGER DISTRICT

SECTION I - GENERAL

1.1 -Scope of Work

The contractor shall provide any and all labor, equipment, supplies, services, permits, and licenses, necessary to perform a 100% pedestrian archaeological survey (equivalent to a BLM Class III survey) of approximately **9,035 acres** on the Jicarilla Ranger District, Carson National Forest in Rio Arriba County, New Mexico. The Jicarilla Wildlife Habitat Improvement Project (JWHIP) Survey, Phase I consists of 9,035 acres located within twenty-one available inventory units. **The awarded acreage will be based on per unit bids and funding availability.** The average site density of the Carson National Forest, Jicarilla Ranger District is approximately thirty-eight sites per section. In the various survey areas, the site density is expected to be similar. **The contractor must hold a current Special Use Permit with the Carson National Forest, or another Forest Service unit, to conduct archeological surveys, or be in good standing to acquire a permit.**

Site density was calculated through the **USDA Forest Service** databases; no other databases were used. Accuracy of estimated site densities cannot be guaranteed, and contractors should not solely rely on these numbers to make determinations about site densities when creating their bid estimates. The USDA Forest Service strongly recommends other sources including NMCRIS (the New Mexico State Archeological Database), General Land Office (GLO) records and other sources are referenced before creating an estimate. The **USDA Forest Service** will not be held responsible for underbidding due to inaccurate site densities and will not consider it a change of condition if this is the reasoning behind a contract modification request.

The **Jicarilla Wildlife Habitat Improvement Project Archaeological Survey, Phase I** is located in the areas presented in the table below.

Table 1. JWHIP Archaeological Survey Areas, Phase I

Cultural Survey Area Name	USGS Quadrangle	Legal Location
Carracas Unit 8	Bancos Mesa, NM	Township 32N, Range 4W, Section 18, 17, and 20
Carracas Unit 7	Bancos Mesa, NM	Township 32N, Range 4W, Sections 18 Township 32N, Range SW, Sections 12, 14, and 13
Carracas Unit 15	Bancos Mesa, NM	Township 32N, Range 4W, Sections 18 and 19 Township 32N, Range SW, Sections 13
Carracas Unit 13	Bancos Mesa, NM	Township 32N, Range 4W, Sections 19 Township 32N, Range SW, Sections 13 and 24
Mestenas Unit 6	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 30 and 31 Township 29N, Range 4W, Sections 4 and 3
Mestenas Units 12 & 13	Espinosa Ranch, NM & Gobernador, NM	Township 30N, Range 4W, Sections 32 and 33 Township 29N, Range 4W, Sections 5, 4, 3, 8, 9, and 10
Mestenas Unit 11	Espinosa Ranch, NM & Gobernador, NM	Township 30N, Range 4W, Section 31 Township 29N, Range 4W, Sections 6, 5, and 7 Township 29N, Range SW, Sections 1 and 2
Carracas Unit 16	Bancos Mesa, NM	Township 32N, Range 4W, Sections 19 and 30
Carracas Unit 25	Bancos Mesa, NM	Township 32N, Range 4W, Sections 20 and 29
Carracas Unit 14	Bancos Mesa, NM	Township 32N, Range SW, Sections 24 and 25 Township 32N, Range 4W, Sections 19 and 30
Carracas Unit 26	Bancos Mesa, NM	Township 32N, Range 4W, Sections 30, 29, and 28
Carracas Unit 24	Bancos Mesa, NM	Township 32N, Range SW, Section 25 Township 32N, Range 4W, Section 30
Mestenas Unit 5	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 21, 22, 28, and 27
Mestenas Unit 4	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 21, 22, 23, and 27
Mestenas Unit 3	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 21 and 28
Mestenas Unit 2	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 20, 21, 29, and 28
Mestenas Unit 1	Espinosa Ranch, NM	Township 30N, Range 4W, Sections 19, 20, 30, and 29
Carracas Unit 5	Bancos Mesa, NM	Township 32N, Range SW, Sections 11, 12, 15, 14, 13, 23, and 24
Carracas Unit 12	Bancos Mesa, NM	Township 32N, Range SW, Sections 23, 24, and 26
Mestenas Unit 15	Espinosa Ranch, NM & Gobernador, NM	Township 29N, Range 4W, Sections 6, 5, 7, 8, and 18
Mestenas Unit 14	Gobernador, NM	Township 29N, Range 4W, Sections 7 and 18 Township 29N, Range SW, Sections 12 and 13

The JWHIP is proposed to improve and restore wildlife habitat conditions within the project area to support a diverse mix of wildlife species. There is need to improve and restore the structural and species diversity to more representative of native conditions. The project area is proposed to be treated with a combination of hand and/or mechanical vegetation treatments, as well as prescribed fire. The project will not require any new road construction.

1.2 - Period of Performance

18 months

1.3 - Schedule of Contract

Unless otherwise specified during the per-work meeting, the contractor shall meet the following schedule.

Work may begin upon issuance of the Notice to Proceed to contractor by the San Juan Soil and Water Conservation District (SJSWCD) after having received the contractual Notice to Proceed from New Mexico Forestry Division. For each survey unit awarded the process outlined below will be completed and the work accepted by **New Mexico Forestry Division (NM Forestry)** and the **USDA Forest Service** before work may begin on subsequent units. Issues will be communicated to **NM Forestry**. **NM Forestry** will communicate to **SJSWCD** and the contractor. If necessary, the **USDA Forest Service** may halt or communicate issues with contractor directly and notify **NM Forestry** of issues within 24 hours.

All tasks will be completed, and final deliverables will be submitted within **18 months**.

The contractor will be required to meet the following schedule for each task order (individual unit) issued:

1.3.1 -Records Search

- A. Prior to beginning field work, the contractor will complete a literature and GIS data review (see 5.1.1 below)

1.3.2 - Fieldwork

- A. At the end of each field session or prior to the next field session the contractor will provide the following information:
 - 1) Number of acres surveyed
 - 2) Approximate location of completed survey.
 - 3) Number of new sites encountered.
 - 4) Number of previously recorded sites encountered.
 - 5) Number of IOs.
 - 6) Geospatial data of transects, sites, and IOs.
 - 7) Field copies of site forms and IO forms (forms can be handwritten but need to be legible).
- B. **USDA Forest Service** inspections of fieldwork will be ongoing throughout the fieldwork portion of the contract. If issues are identified the USDA Forest Service will communicate issues to the **SJSWCD**, **NM Forestry**, and the contractor. Fieldwork will be accepted or not accepted no later than 20 business days after the receipt of the final fieldwork deliverables.
- C. **Draft Report and Draft Site Forms** - Will be completed and delivered to the external shared Box folder, no later than 20 business days after the completion of fieldwork. Draft report and draft site forms should be submitted as a word document.
 - a. A complete draft of all deliverables is expected and includes but is not limited to IO forms, all associated maps with site forms and reports, photographs, artifact analyses, geospatial data, and management recommendations. See **Section 5, Performance Work Statement** and **Section 6, Deliverables** of the Scope of Work for further requirements.
 - b. No NMCRJS numbers should be obtained until draft site forms are accepted by the USDA Forest Service.
- D. **USDA Forest Service Review of the Draft Report and Draft Site Forms** - Will be completed with comments and suggested changes (if necessary) delivered to the contractor in

the shared external Box folder, no later **than 20 calendar days** after the receipt of the report and site forms.

- E. **Final Report-** Word and PDF electronic copies of final report, site forms, and accompanying documents and data (see Section 6) completed and delivered to the **USDA Forest Service**, postmarked no later than 15 business days after the receipt of the **USDA Forest Service's** Draft Report Review. Digital copies of final deliverables will be submitted via the shared Box folder in the format requested.
- F. The **USDA Forest Service** will inspect and accept or reject work as appropriate at any time during the period of the contract until the final report and associated deliverables are accepted. Upon rejection, work will be returned to the Contractor for correction. When work is accepted, then recommendation for payment of invoice will be forwarded to the **SJSWCD**.

SECTION II - DEFINITIONS

2.1 -Archaeological Survey Definitions

2.1.1 - Site Definition: For the purposes of this survey the Jicarilla Ranger District, Carson National Forest has developed a site definition to better address the types of sites and artifact densities routinely encountered on the District. A site is defined as a location of **purposeful** prehistoric or historic human activity. An activity is considered to have been purposeful if it resulted in a deposit of cultural materials beyond the level of one or a few accidentally lost artifacts.

- A. A cultural resource qualifying as a site under this definition should:
 - 1. Consist of 30 or more artifacts of a single class within a 15-meter diameter area, OR
 - 2. More artifacts of two or more classes within a 15-meter diameter area, OR
 - 3. One or more features in association with artifacts, OR
 - 4. Two or more temporally associated features without associated artifacts, OR
 - 5. A single linear feature
- B. The following feature types will **ALWAYS** be recorded as a site, or part of a site.
 - 1. Habitation features (pithouse, roomblock, hogan, etc.)
 - 2. Rock art
 - 3. Isolated hearth that has been constructed using rocks, slabs, etc. should classified as a site.
 - a. Use of structural materials shows some sort of purposeful activity per **6.b.i.** above.
 - b. Hearth that consists only of stained soil alone is not enough to warrant classification as a site and can be classified as an isolated find.
- C. The boundary of a cultural resource site shall minimally include all features, formal tools, and identifiable activity areas.
- D. When determining site boundary consider utilizing a 20-meter rule. If no artifacts have been encountered within 20 meters, then it is likely the edge of the site has been reached.
- E. When determining whether recording one large site or two smaller sites consider the following:
 - 1. Similar types of artifacts (same temporal period or cultural affiliation) that may indicate larger site.
 - 2. Artifacts indicate potential for 'sites' to be from same occupation.
 - 3. Artifacts and features from different time period(s) or cultural affiliation(s), should be separate sites when occupying distinct separate areas.
 - 4. Intermixed features and artifacts of different time period(s) or cultural affiliation(s) should be recorded as one site with multiple components.

Locations of human activity not classifiable as sites by this definition should be considered isolated finds.

These criteria may be modified, where appropriate, based on a professional cultural resources specialist's judgment, and **with the prior approval of the USDA Forest Service**. Any deviation from the standard definition should be discussed in the resulting cultural resource report. As a general rule, site designations are reserved in the case of historic remains for those at least 50 years old.

2.1.2 -100% Archaeological Pedestrian Survey: For the purposes of this survey, an 100% archaeological pedestrian survey is defined as the systematic intensive inspection of the land surface using parallel transects spaced no more than 15 meters apart and according to the USDA-Forest Service Region 3 Cultural Resources Handbook. Any proposed deviations from this transect interval must be identified and justified in the offeror's technical proposal. In addition, any proposed use of shovel testing during this survey must be clearly defined and justified in the technical proposal.

2.1.3 -Low Site Density Areas: An area is considered to be a low site density area if the estimated average number of cultural resources per acre is less than the average site density for the forest. For example, a high elevation area in the mixed conifer zone will generally have a low site density.

2.1.4 - High Site Density: An area is considered to have a high site density if the estimated average number of cultural resources per acre is more than the average site density of the forest. For example, the pinon juniper zone, the Ponderosa Pine/pinon juniper interface zone, or historic mining districts will generally have a high site density.

2.1.5 - Fire-Sensitive Sites: Fire-sensitive sites should also be identified and given management recommendations during this project, as many future management activities may include prescribed burns. According to the Forest Service Region 3 Programmatic Agreement (Region 3 PA), the following site types are considered sensitive to fire:

- Historic sites with standing, or down wooden structures or other flammable features or artifacts
- Rock art sites (depending on rock type, exposure, fuel type, and fuel loading)
- Cliff dwellings
- Prehistoric sites with flammable architectural elements and other flammable features or artifacts
- Prehistoric sites with exposed building stone of soft or porous material such as volcanic tuff
- Culturally modified trees, including aspen art and peeled/scarred trees
- Certain traditional cultural properties (based on consultation with tribes)

Other Project-Specific Fire-Sensitive Sites:

- Other sites, based on local field conditions and Forest-specific concerns
- Other sites, based on consultation with SHPO staff
- Other sites, based on consultation with fire management staff, fire behavior specialists or fire effects researchers

SECTION III - USDA FOREST SERVICE FURNISHED PROPERTY, MATERIALS, SERVICES

3.1- USDA Forest Service Furnished Property

Upon award, the **USDA Forest Service** shall furnish to the contractor the following listed property and supplies, referred to as "**USDA Forest Service-Furnished Property**". The **Carson National Forest** will supply this property.

1. PDF maps showing project boundaries, GIS files of project boundaries in **USDA Forest Service** GIS format, and any other imagery, in electronic format.
2. Form R3-FS-2300-4, Inventory Standards and Accounting Form, in digital format.
3. Isolated Occurrence recording form and/or Isolated Occurrence table, in digital format.
4. **Carson National Forest** modified LA form in digital format.
5. NRM data package.
6. **USDA Forest Service** project number, site numbers (may request additional if needed during project).
7. Photo Record Template

SECTION IV - CONTRACTOR FURNISHED CRITICAL ITEMS /SERVICES

4.1 - Contractor Furnished Property

The Contractor will provide all equipment needed to perform the requested services to include but limited to the following:

1. Computers.
2. GPS/Tablets
3. Cameras
4. Fluorescent blue flagging or tape (to mark site boundaries and site datums)
5. 1" - 2" Round Aluminum Site Tags and Aluminum Nails
6. Numbered Metal Stamp Kit, to imprint USDA Forest Service site numbers on aluminum tags

SECTION V - PERFORMANCE WORK STATEMENT TASKS AND CRITICAL SUBTASKS

5.1- Intensive Survey

The contractor shall be required to survey all of the project area (see table below) acres 100%, according to **USDA Forest Service** National Heritage Program Management Handbook and the **USDA Forest Service** Region 3 Cultural Resources Handbook and the following specifications. Fieldwork should be limited to working in no more than two Inventory Areas at one time to allow for timely **USDA Forest Service** inspections of Inventory Areas. Upon **USDA Forest Service** inspection and acceptance of fieldwork within a completed Inventory Area, work may begin in the next Inventory Area.

Table 2. JWHIP Archaeological Survey Areas with Acres and Site Updates

Inventory Area Name	Priority Item	Survey Acres	Known Sites in Survey/Project Area (LA updates needed)
Carracas Unit 08	1	555.83	14
Carracas Unit 07	2	427.77	7
Carracas Unit 15	3	354.30	2
Carracas Unit 13	4	248.40	2
Mestenas Unit 06	5	406.30	5
Mestenas Units 12 & 13	6	1335.95	10
Mestenas Unit 11	7	702.66	3
Carracas Unit 16	8	379.48	0
Carracas Unit 25	9	110.37	1
Carracas Unit 14	10	184.15	1
Carracas Unit 26	11	141.30	4
Carracas Unit 24	12	174.77	2
Mestenas Unit 05	13	290.85	1
Mestenas Unit 04	14	261.64	7
Mestenas Unit 03	15	270.95	2
Mestenas Unit 02	16	402.77	4
Mestenas Unit 01	17	352.69	3
Carracas Unit 05	18	584.80	9
Carracas Unit 12	19	499.17	8
Mestenas Unit 15	20	659.46	3
Mestenas Unit 14	21	692.00	4

This requires pedestrian survey on the Jicarilla Ranger District, Carson National Forest by systematic intensive (100%) inspection of the ground surface using compass-controlled parallel transects spaced no more than 15 meters apart. The field director may use their professional discretion to exclude potentially unsafe areas from the survey coverage, provided the **USDA Forest Service is consulted**. It is at the discretion of the USDA Forest Service for areas with slopes greater than 40 percent not be required to be excluded from 100% pedestrian survey. However, acreage with greater than 40 percent slope should be visually inspected for the potential of caves, rock shelters, rock art, mining features, or other site types known to occur on steep slopes that have the possibility to be adversely effected by project activities. Non-surveyed areas will be documented in the project report and reflected on the project survey map.

Halt survey if falling precipitation (rain, snow, hail or freezing rain) exceeds trace amounts for any length of time. Do not conduct survey if fallen snow impairs ground visibility. ***Ground visibility is considered impaired if more than 20 percent of total ground surface is covered by snow (NMAC Title 4).***

5.1.1 - Records Search

Prior to conducting the fieldwork, the contractor shall review all available publications, manuscripts, site records, state files, USDA Forest Service files, and any additional materials pertinent to the project region to become familiar with the history of archaeological work and site documentation for the project area.

At a minimum, this includes the inspection of the Carson National Forest Site Atlas, Survey Atlas, and GLO plats, as well as the NMCRIIS files and the survey reports and records available at the Carson National Forest Supervisor's Office or appropriate district office which deal with previous fieldwork in the vicinity of the project area.

5.1.2 - Newly Identified Cultural Resources

Locate, identify, and describe/document **all** heritage resource sites and isolated occurrences which can reasonably be detected from an inspection of the ground surface.

5.1.3 - Previously Recorded Sites

Locate, identify, and describe/document **all** previously recorded heritage resources sites which have been determined eligible, or which have not received an eligibility determination and which, can reasonably be detected from an inspection of the ground surface. Any site, which has been previously determined to be not eligible, with documented concurrence of the NM SHPO will not be updated.

5.1.4 - Survey Velocity-As Specified in NMAC 4.10.15.10.C

The amount of area surveyed including recording time should not exceed a rate of 30 acres per person per eight hours of survey calculated for the survey project as a whole and not daily. Terrain and the number and complexity of cultural resources influence survey velocities. When survey velocities are greater than this standard, include an explicit explanation in the survey report. The USDA Forest Service will evaluate the explanation and results of the survey and may request that the survey or portion of the survey be re-inventoried if the justification is inadequate.

5.1.5 - Acceptable quality level

100% compliance with the **USDA Forest Service** National Heritage Program Management Handbook and the **USDA Forest Service** Region 3 Cultural Resources Handbook and/or other specifications described in the task order.

5.1.6 - Means of measurement

An arbitrary random field inspection on a maximum of 10% of the survey area by the **USDA Forest Service** and the review of the contractor's Quality Control records. The results of the field inspection may result in a request for raw GPS data collected during field inventories. Raw GPS data must be provided upon request.

5.2 - Site Recording

At a minimum, the contractor shall record all heritage resource sites located in the project area in accordance with the **USDA Forest Service** National Heritage Program Management Handbook, and the **USDA Forest Service** Region 3 Cultural Resources Handbook and the State of New Mexico, Office of Cultural Affairs, Historic Preservation Division, Archaeological Resources Management Section guidelines and standards, particularly the User's Guide to The New Mexico Cultural Resource Information System: Guidelines for Submitting Cultural Resource Records.

All sites will be recorded in their entirety, even if the boundaries go outside of the identified survey boundary. The exception to this is if the site goes onto private land or the site is a long linear site that extends outside the contracted survey boundary. The Contractor is not to go onto private land to record site information, unless given explicit direction that permission has been granted to the **USDA Forest Service** to do so. If long linear sites or other atypically large sites extend outside the survey boundary, the extent of recording will be discussed with the **USDA Forest Service Archeologist**.

5.2.1 Site Documentation

Site recording must adhere to the following:

A. Numbering

- 1) The **USDA Forest Service** AR site number will be used as the primary site identifier (i.e., in text, site narratives, tables, maps, etc.).
- 2) Laboratory of Anthropology (LA) site numbers will be obtained after the **USDA Forest Service** has reviewed and accepted the draft site forms at the completion of the fieldwork.

B. Datum

- 1) A datum tree or other convenient, fairly permanent object, such as a fence post, will be established as near as possible to the center of the site or next to a prominent feature of the site.
- 2) An aluminum tag with the **USDA Forest Service** site number (District Number and 4-digit site number) will be attached to the datum at the base and on north side of tree with an aluminum nail.
- 3) The site datum will also be identified by placing three bands of white flagging around or on it. This marking system is not always possible at each site. Any deviation from this system should be discussed with the **USDA Forest Service Archeologist** and documented on the site form and in the report.
- 4) The datum spatial coordinates, location, and description will be included in the site form. A photograph of the datum will be included in the site photo record.
- 5) If a site is in a location with no suitable object near the center to act as a datum an object on the boundary or within 10 meters of the boundary may be used. If there are no suitable objects within that distance no tag will be required. In these instances, spatial coordinates will need to be taken for the location of the tagged object and at the center of the site. An explanation of why this action was taken will also need to be included in the site form.

C. Boundary

- 1) The boundary of a cultural resource site will minimally include all features, formal tools, and identifiable activity areas. When determining site boundary, consider utilizing a 20-meter rule. If no artifacts have been encountered within 20 meters, then it is likely the edge of the site has been reached.
- 2) The site boundary will be marked with white flagging tape in such a manner that a person who has not previously seen the site can easily identify it.
- 3) Flagging on trees on the perimeter of the site should be inter-visible and not obscured by branches or foliage.
- 4) Site boundaries marked on the ground should correspond to the boundaries as mapped.

D. Spatial (GPS) Data

- 1) The spatial data of all sites will be recorded using a suitable hand-held GPS unit.
- 2) GPS units will record data in the UTM Zone 13N, NAD 1983 coordinate system.
- 3) GPS units will have an accuracy of 5 meters or less.
- 4) Spatial data collected at each site will include the boundary in polygon geometry format, the datum in point geometry format, and features in point, line, or polygon geometry format.

E. Mapping

Include the following on each site plan map if applicable:

- 1) Accurately depict and label all recorded features and key them to descriptions in the site form. UTM locations of features along linear sites such as railroads and acequias should be listed in the site form and referenced on the map.
- 2) Identify artifact concentrations and, if applicable, artifact sample units and/or locations of limited subsurface shovel probes. These locations should be referenced and described in relevant sections of the site form such as the narrative and/or the artifact analysis section but not as features.
- 3) Identify the locations of key diagnostic artifacts and key them to descriptions in the site form.
- 4) Show the extent of previous disturbances and impacts to the site, including, but not limited to, natural gas well pads, access roads, pipeline corridors, electrical lines and poles, 2-track roads, erosion control structures, fences, wildlife habitat improvement structures, modern hearths, and collector's piles.
- 5) Show extent of proposed project area/disturbance, if applicable. Map must show disturbance area relative to site boundary or have arrow and distance measurement if scale of map does not allow for depiction.

F. Photographs

Include the following on each site plan map if applicable:

- 1) One photograph, at minimum, will be a site overview and include the marked datum tree.
- 2) Photograph all diagnostic or unique artifacts with a scale. A drawing can also be done of diagnostic artifacts.
- 3) Photograph all features with a scale. A scale drawing of features can also be done where appropriate but is not required.

G. Artifacts

Artifact counts (+/- 10 items) if the estimated frequency of items in any artifact class or the total assemblage is less than 100 items. Describe all key diagnostic artifacts in the site form. If artifact assemblages are large and/or extensive (>100), 1 (or more) sample units can be designated instead of counting and classifying all artifacts. Artifacts within the sample unit(s) will be 100% recorded on site form. Sample unit(s) will be described in text and locations recorded on associated site maps and a rationale for how sample units were selected will be described in the site form and in the methodology section of the report. An estimate of total artifact counts must also be included.

H. Historic Sites

All historic period sites (i.e., can dumps, homesteads, cabins, etc.) will have a representative sample of diagnostic artifacts documented. Maker's marks, detailed sizes, and types will be listed

and counted and a few artifacts with specific assignable dates will be photographed illustrating diagnostic elements. The representative sample will include examples of each diagnostic artifact type present. Aside from a count, it is not necessary to document multiple examples of the same diagnostic artifact type. This information and the photographs should be an integral part of the site form and not simply attached as an appendix to the report. Types of historic sites and exceptions to how historic sites are recorded on the Carson National Forest will be discussed in the pre-work meeting.

I. Management Recommendations

All site narratives will include management recommendations. Assessment of fuel types and loads at sites, site fire sensitivity, and site protection measures during vegetation thinning and prescribed burning activities is required. During the pre-work meeting, a list of proposed project activities will be given to the contractor to enable them to write appropriate management recommendations. If appropriate the relevant appendices of the Region 3 PA will be used to create the management recommendations (2023).

J. Site Record

All sites will be documented on a Carson National Forest Site Form (a modified version of the NM LA site form).

A final and complete site record requires the following components *at a minimum*:

- 1) Carson National Forest site form (provided)
- 2) Location Map
- 3) Plan Map
- 4) Photo Record (template provided)

K. Data Entry

The USDA Forest Service will oversee all data entry and updates to their corporate NRM database. Contractor is required to deliver final GIS data and site records, on typed Carson National Forest forms in a digital (word and pdf) and hard copy format that is considered acceptable for subsequent data entry as determined by NMERD and the USDA Forest Service.

- 1) Of special note, the Heritage Mobile Application is a component of the **USDA Forest Service** Heritage NRM database system.
- 2) The contractor will utilize a data package file that has been "checked out" and transferred to them by the **USDA Forest Service**. If the **USDA Forest Service** is notified of a major program update that could cause compatibility issues with the contractor's specific data package, the **USDA Forest Service** will notify the contractor and request their current data package be 100% vetted (no matter where the contractor data entry left off) and transferred back to the **USDA Forest Service**. There will likely be a deadline set for this the check-in process; the timeline will be discussed with the contractor at the earliest possible time. the **USDA Forest Service** will quality check the data package and upload that data package back into NRM, essentially "checking it back in." The **USDA Forest Service** will then create and transfer new data package for the contractor to finish the project.

5.2.2 Previously Recorded Sites

- A. All previously recorded sites in the project area will be assessed and updated as appropriate during this survey.

- B. This contract requires the contractor to verify the location and description of previously recorded sites within the project area.
- C. In the case of those sites that have not received an eligibility determination, site updates shall include an evaluation of the site's eligibility to the National Register of Historic Places where possible.
- D. Previous **NRHP** eligibility determinations should reference **NM SHPO HPD** log number and date of SHPO comment.
- E. These sites will require, at a minimum, a completed site update form (Carson National Forest form), including photographs.
- F. New GPS readings of the site boundary and datum are required, if the site has not been visited in the last three (3) years then it is also required that new GPS data be taken for features.
- G. If the previous documentation is inaccurate or of inadequate quality or if the Carson National Forest files do not contain all site record components (Carson National Forest form, location map, plan map, photo record), a complete site re-recording must be completed in accordance with **Section 2.2.1.**

5.2.3 Limited Subsurface Probe

Limited subsurface probes are defined as limited auguring, trowel, or shovel probes. Limited subsurface probes are required if an eligibility recommendation cannot be made, and/or if site boundaries cannot be determined from observations of the exposed ground surface or to determine if a road has cut below the cultural level within site boundaries. Probes will be designed to meet the objectives listed above without damaging or diminishing the integrity of the cultural deposits and features. Follow the Forest Service Region 3 PA, Appendices K and L procedures for conducting and documenting shovel tests when conducting limited subsurface probing. Limited probes to support a determination of eligibility does not require pre-consultation with the State Historic Preservation Office or tribes.

Probes should be used to determine if there is the potential for subsurface deposits in the site. Presence or absence of cultural remains should be considered but may or may not indicate that there are intact subsurface deposits. An analysis of the subsurface deposits must be completed including but not limited to soil profiles, condition/integrity of the site, photographs. Scraping of the surface with a trowel is not a sufficient test for assessing subsurface deposits (See Appendices K and L of the R3 PA for required standards of documentation and reporting, 2023).

5.2.4 Site Eligibility

Evaluate each site and make a recommendation regarding its eligibility to the National Register of Historic Places (NRHP) using all criteria listed in 36 CFR 60.6, USDI-National Register Bulletin 15, and provide all appropriate site, feature, and artifact documentation as required by the New Mexico Historic Preservation Division as justification for a determination of eligibility.

The New Mexico Historic Preservation Division requirements are detailed in the NMAC 4.10.15 (Standards for Survey and Inventory) and provided below:

4.10.15.16 EVALUATION AND STATEMENT OF SIGNIFICANCE: Evaluate each property identified during the survey in conformance with this section and document in the technical report and on the LA archaeological site record or HCP/ form. Depending on the complexity and scale of the project, present evaluations in both narrative and tabular form.

A. Apply the criteria for integrity and significance to evaluate each property over 50 years old identified during the survey pursuant to 36 CFR Part 60.4. Identify the property as a district, site, building, structure or object. Indicate whether the property should be listed on the state register or should be determined as eligible for national register

listing. Properties less than 50 years old should be evaluated if it is apparent that they will be eligible for the state or national registers within 5 years of the date of survey. Properties less than 50 years old that may be eligible for inclusion in the national register based on exceptional significance should be evaluated using national register criteria consideration G. If a property has been previously nominated for either the state or national registers, discuss the register status of the property.

B. Significance statement. Prepare a clear statement of significance for each archaeological site, historic structure or building, or other cultural property identified during the project. Indicate the level of significance as local, state or national and include in the technical report.

(1) If the cultural property is recommended as not significant or not eligible for listing, provide a clear discussion and complete documentation to support the recommendation. For archaeological sites, the discussion shall demonstrate that the site has been thoroughly studied, that surface artifacts and features have been recorded and that sufficient subsurface tests have been performed to support a conclusion that the site is unlikely to contribute important information. The lack of subsurface deposits is not in itself sufficient to support a recommendation that a site is not significant or not eligible. If the cultural property is from the historic period, provide basic archival documentation to augment field information and support the significance evaluation.

{2} If the cultural property is recommended as significant or eligible for listing, provide evidence supporting its significance including reference to historic contexts and scholarly research in the region. Include a specific, evidence-based argument, linked to specific research topics and characteristics (historic values) observed. The recommendation shall be documented on the LA archaeological site record, HCP/ form or other HPD-approved inventory form. For archaeological sites provide detailed descriptions of the types and numbers of surface artifacts and the types and numbers of features visible on the surface or in arroyos or road cuts. The presence of a large artifact scatter or the potential for subsurface deposits is not sufficient information to support an eligibility recommendation without additional discussion. If the cultural property is historic, include the results of archival research to support the evaluation.

{3} Survey data alone may not be sufficient to evaluate the property. For archaeological sites, it may be necessary to conduct more extensive test excavations, beyond survey-/eve/ study and limited tests, to gather sufficient information to evaluate the specific research potential to support a recommendation for listing or not listing the property on the state or national registers. Additional archival research and detailed documentation may be necessary to evaluate the specific potential and criteria for historic structures, buildings and engineering features. Provide a clear explanation that details the need for additional information. Document the recommendation on the LA archaeological site record, the HCP/ form or other HPD-approved inventory form. [4.10.15.16 NMAC - N, 1/01/06}

In addition, the Region 3 PA, Appendix B stipulates properties that may be considered eligible under the agreement. If using Appendix B, it must be referenced in Section 4 of the Site form.

...the following types of heritage resources, provided they are 50 years old or older and clearly retain integrity, may be considered eligible for the National Register of Historic Places under criterion (d)...

- *Properties with clear evidence for the presence of structures {historic structures, pueblos, pithouses, teepee rings, etc.}*
- *Properties with hundreds of surface artifacts*
- *Properties with clearly visible evidence of buried cultural deposits*
- *Properties with rock art*
- *Properties that clearly meet the National Register listing requirements in State historic contexts, existing multiple-property contexts, or SHPO-approved Forest-level historic contexts*

5.2.5 Performance Standards - Site Recording

The contractor has recorded all sites in accordance with the above specifications, the **USDA Forest Service** National Heritage Program Management Handbook, the **USDA Forest Service** Region 3 Cultural Resources Handbook, and the State of New Mexico, Office of Cultural Affairs, Historic Preservation Division, Archaeological Resources Management Section Guidelines and Standards for Site Recording. Complete and Legible handwritten Carson National Forest site forms will be accepted as drafts, but final site forms must be typed on Carson National Forest Forms in both PDF and Word document format.

5.2.6 Acceptable Quality Level

100% compliance with the **USDA Forest Service** Region 3 Cultural Resources Handbook, and/or as specified in the contract and associated task order.

5.2.7 Means of Measurement

A field inspection of a minimum of four sites and maximum of 10% of the newly recorded sites and/or previously recorded sites; review and verification of the contractor's draft site forms; and review of the contractor's Quality Control records. If the inspection show that sites were not recorded in accordance with section 2.2 of this contract, field inspections of up to an additional 10% of sites may be conducted. The results of the field inspection may result in a request for GPS data collected for sites during field inventories. GPS data must be provided upon request.

5.3 - Recording Non-Site Cultural Remains

When an isolated occurrence (IO) is encountered, it will be accurately located using a GPS device and plotted on the appropriate 7.5-minute (1:24,000 scale) USGS map in the same manner as described for site locations. IOs will be documented on the Carson National Forest IO form, including the area of artifact dispersal (when applicable), artifact type, frequency, and photographs with scale of diagnostic artifacts, unusual material, ground stone and/or features., Sketches of diagnostic artifacts or other types of artifacts can also be included if needed. Detailed plan view maps are not required. An IO table may be used in lieu of individual IO forms with agreement from COR. GIS/spatial data deliverables for isolate locations can be depicted as polygon or point geometry. In consultation with the **USDA Forest Service**, there are some instances where isolated features may be recorded as IOs (i.e., isolated check dams, non-diagnostic linear rock alignments, prospector's pits, etc.). Further exceptions will be discussed at the pre-work meeting. Feature descriptions (which should include dimensions) and photographs should be recorded for all features.

5.3.1 - Performance Standards - Recording Non-Site Cultural Remains

All isolated occurrences that were encountered during the survey have been documented on IO recording forms or IO table; diagnostic artifacts, lithic and ceramic, have been drawn and the IO location has been plotted on the appropriate topographic map.

5.3.2 - Acceptable quality level: 100% documentation of encountered isolated occurrences.

5.3.3 - Means of measurement: an arbitrary random field inspection by the **USDA Forest Service**, the verification of the contractor's Quality Control records, and the data documented in the contractor's report. The results of the field inspection may result in a request for raw GPS data collected for IOs during field inventories. Raw GPS data must be provided upon request.

5.4- Report

After fieldwork is complete, the contractor will provide a report, which describe the survey and results. Unless specified in the task order, the report will be used for National Historic Preservation Act, Section 106 consultation between the USDA Forest Service and the appropriate State Historic Preservation Office and as such, shall provide sufficient information with which to conduct these procedures. Reports prepared for purposes other than Section 106 consultation shall be prepared to the same standards, unless specified in the task order. The report shall contain a description of the proposed project for which the archaeological survey is being conducted as provided by the Government.

Unless otherwise stated in the task order, the report must be accompanied by a completed R-3- FS-2300-4 form (Inventory Standards and Accounting form), the appropriate site inventory forms, all associated site documentation materials (including, but not limited to, plan and location maps, photographs, artifact and feature drawings, artifact documentation forms, copies of associated relevant historic documents, and other materials), IO forms, and all other appropriate recording forms, as well as the necessary number of 7.5 minute USGS topographic maps required to show clearly the locations of all cultural resources found, the site boundaries, the survey boundaries, and the project location. All site locations will be marked on the topographic maps in accordance with standards set forth in the **USDA Forest Service Region 3 Cultural Resources Handbook**. All topographic maps included in the report shall contain a heading in accordance with the standards set forth in the **USDA Forest Service Region 3 Cultural Resources Handbook**. All written GPS coordinate descriptions shall use the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified in the task order. All site forms, photo logs, and unused government-furnished property will be returned to the Contracting Officer's Representative with the report.

The contractor is required to utilize GIS for project vicinity, project location, site location, and IO location map production. Use of a GIS system provides more accurate maps and site plots. All GPS data collected shall be provided to the **USDA Forest Service** electronically in a geodatabase. The contractor shall provide copies of maps in electronic format. This data will be used to populate the Carson National Forest's electronic site atlas. The **USDA Forest Service** currently utilizes ArcGIS mapping software.

5.4.1 Performance Standards

The contractor provides a report that meets the specifications described in this contract and is in accordance with the standards set forth in the **USDA Forest Service Region 3 Cultural Resources Handbook** and/or the Region 3 Programmatic Agreement as specified in the contract and associated task order.

5.4.2 Acceptable quality level

Clear, concise, proper grammar and format, and contains all required **USDA Forest Service** data.

5.4.3 Means of measurement

100% review and verification of the contractor's records, data, and report. Ensuring that it meets the standards requested in this document and other referenced documents.

During the period of actual on the ground survey performance:

5.5 Native American Graves Protection and Repatriation Act Notification

The contractor will provide strict compliance with all Native American Graves Protection and Repatriation Act (NAGPRA) regulations as they apply to the inadvertent discovery of Native American human remains or cultural items.

Upon the inadvertent discovery, the contractor will provide immediate telephone notification of the discovery to the **USDA Forest Service Archaeologist** (or their designated representative); the contractor will provide a precise coordinate location of any human remains observed. The contractor will provide written confirmation of the inadvertent discovery to the **USDA Forest Service Archaeologist** within five days of the discovery.

5.6 - Tribal Consultation

The **USDA Forest Service** will conduct all government-to-government tribal consultation. The contractor shall not be responsible for the identification and evaluation of traditional cultural properties or other areas of traditional cultural or religious importance to Indian tribes.

VI Deliverables

During the period of actual on the ground survey performance:

6.1 Weekly Progress Reports

- A. Submit at the end of each week or session of fieldwork.
- B. At the end of each week or field session the contractor will provide the following information to **SJSWCD, the USDA Forest Service, and NM Forestry**:
 - i. Number of acres surveyed.
 - ii. Approximate location of completed survey.
 - iii. Number of new sites encountered.
 - iv. Number of previously recorded sites encountered.
 - v. Number of IOs
 - vi. Geospatial data of sites, and raw transect data and IOs.
 - vii. Field copies of site forms (forms can be handwritten but need to be legible).

6.2 Draft Site Forms

- A. Provide one digital copy of each of the following items:
 - l. All draft site records in Word format (Carson National Forest form, plan map, and any other form).
 - 11. All IO forms or IO table in word format.
 - 111. Draft topographic maps (1:24,000 scale) showing all site and IO locations.
- B. Spatial/GIS data for survey, sites, and IOs in Carson National Forest geodatabase format.
- C. Quality Control Plan narrative and all forms utilized to assure the quality of the survey and recording meets the standards set forth in the Statement of Work.
- D. Do not obtain State of New Mexico SHPO numbers (NMCRIS/LA numbers) for the sites or the reports until all comments and corrections received from the USFS review of fieldwork deliverable have been completed within the draft site forms and report.

6.3 Draft Report

- A. One digital copy of the draft report in WORD form which describes, in narrative format, the survey location, methodology, management recommendations (narrative and tabular), and results. The report will be used for National Historic Preservation Act, Section 106 consultation between the **USDA Forest Service** and the New Mexico State Historic Preservation Office and as such, will provide sufficient information with which to conduct these procedures.
- B. The contractor will use a Carson National Forest report number (will be assigned at beginning of project by Carson National Forest). The contractor is required to register the project with the New Mexico Cultural Resource Information System, Historic Preservation Division (NMCRIS) and obtain a NMCRIS activity number.
- C. The report must include the following per the **USDA Forest Service** National Heritage Program Management Handbook (FSH 2309.12):
 - l. Inventory purpose, need, and location.
 - 11. Results of existing data review
 - m. Description of the area inventoried, including boundaries.
 - 1v. Survey methods including an estimate of the extent of survey coverage.
 - v. A record of the precise location of all cultural resources identified.
 - v1. Updated information on any previously recorded cultural resources in the inventoried area
 - v11. Information on the appearance, significance, integrity, and boundaries of each property
 - v111. An assessment of the effect(s) of the proposed undertaking on cultural resources
 - 1x. Artifact catalogues
 - x. Maps, drawings, and photographs.
- D. The report will also include a culture history specific to the project area. The cultural context should provide enough specificity to adequately evaluate the range of site types identified in the project area.

- E. The draft report must be accompanied by the following:
- a. One copy of each complete site record (Carson National Forest site form, location map, plan map, photo record, fuel load assessment form) with previously requested corrections and comments addressed.
 - b. One copy of each IO form or IO table with previously requested corrections and comments addressed.
 - c. Topographic maps (1:24,000 scale) including Township, Range and Sections, showing all site and isolated occurrence locations with previously requested corrections and comments addressed.

6.4 Final Report

- A Both MS Word and PDF of the final report which describes, in narrative format, the survey location, methodology, management recommendations (narrative and tabular), and results. The report will be used for National Historic Preservation Act, Section 106 consultation between the USDA Forest Service and the New Mexico State Historic Preservation Office and as such, will provide sufficient information with which to conduct these procedures.
- B. A copy of the final report and all accompanying forms and photographs will be submitted in digital format (in shared external box folder) in Microsoft Word and PDF format. The final report must be accompanied by the following (All in Digital Form):
- i. Electronic files of PDF copies of all site location maps and site plan maps.
 - 11. Carson IS&A form.
 - 111. Final site records in Microsoft Word format and PDF formats. PDFs will include the site form and all associated site materials in a single PDF (i.e., site maps, photos, artifact forms, etc..) and be labeled: **0302DDXXXXX_LAXXXXXX_date of field visit** (in YEARMMD format). 03 = Region, 02 = Carson NF, DD= Ranger District: 01 = Canjilon, 02 = El Rito, **03= Jicarilla**, 04 = Camino Real, 06 = Tres Piedras, 07 = Questa.
 - 1v. PDF copies of all GIS-prepared 7.5-minute (1:24,000 scale) USGS topographic maps clearly showing the locations of all new and previously recorded cultural resources, the survey boundaries, and the project location including Township, Range and Sections.
 - v. Scanned/Digitized copies of all artifact recording forms, including any diagnostic artifact drawings.
 - v1. Digital photographs and photo logs.
 - v11. Final isolated occurrence table in Microsoft Word/Excel format including diagnostic artifact drawings, and all other appropriate recording forms used. Also, table will be included within the body of the report.
 - v111. Electronic files will also include spatial/GIS data for project (surveyed area, un-surveyed area, and project boundary), for sites (boundary, datum, features), and for IOs in Carson National Forest approved format.

6.5 Site Forms

All forms must be typed Carson National Forest forms. Carson National Forest site forms will be provided to the contractor.

6.6 Maps

- A All site locations will be marked on the topographic maps at a scale of 1:24,000 or 7.5' including Township, Range and Sections, in accordance with standards set forth in the USDA Forest Service National Heritage Program Management Handbook and the **USDA Forest Service Region 3 Cultural Resources Handbook**.

- B. Maps may be larger than standard size (8 ½" x 11") pages as necessary to accurately depict locational information for the project, sites, and IOs.
- C. All topographic maps included in the report will contain a heading in accordance with the standards set forth in the USDA Forest Service National Heritage Program Management Handbook and the **USDA Forest Service Region 3 Cultural Resources Handbook**.
- D. Sites numbers on maps will include both FS Site number and LA number.

6.7 Geospatial Data

Geospatial Data Submittal: All GIS/GPS data shall be submitted in a geodatabase format on a USB-type portable hard drive (flash drive), or other readily readable digital media to the USDA Forest Service at the time of the completion of the fieldwork. Data may also be submitted to the shared Box folder. The geodatabase shall include feature classes that conform to the **USDA Forest Service** standards provided by the **USDA Forest Service** prior to survey implementation. All locational data, survey polygons and site polygons shall use the NAD 83 CONUS datum and the appropriate UTM zone, unless otherwise specified.

6.8 Report Production

- A. The cover and title page will carry the statement that the work was **"Prepared for the USDA Forest Service, Carson National Forest, New Mexico and the NM Forestry Division"** and will clearly show the Carson National Forest report number as assigned.
- B. The **USDA Forest Service** AR site numbers will be used as the primary site identifiers (i.e., in text, site narratives, tables, maps, spatial data, etc.).
- C. All hand prepared pages such as maps and drawings must be of professional quality and legible when reproduced in black and white and digitized into PDFs.
- D. The report will be returned to the contractor if there are editorial or typographic errors, reproduction or production flaws, format/content discrepancies or any other problems, which cause it to be of less than professional quality.
 - a. Any additional costs to bring the report to acceptable quality will be at the contractor's own expense.
- E. Any sites, features or diagnostic artifacts discussed in the body of the report must have photos and could also have quality illustrations included with the description as an integral part of the report and NOT in a separate appendix.
- F. All spatial data (maps, site geodatabase, IO locational data, etc.), site forms, photographs and any project related documentation shall be provided in usable/editable electronic format. **All written text and forms must be in Microsoft Word and PDF format.**

SECTION VII-GOVERNMENT PUBLICATIONS/INDUSTRY STANDARDS/STATE STANDARDS/GOVERNMENT STANDARDS/TECHNICAL EXHIBITS

7.1 Referenced Documents/Publications/Standards

- A. R-3 FSH - 5/87, FSH 2309.24- Cultural Resources Handbook, USDA Forest Service, Region 3.
- B. Region 3 Programmatic Agreement between the Region 3 of the USPS and the SHPO's of New Mexico, Arizona, Texas, and Oklahoma as amended 2023.
- C. 36 Code of Federal Regulations Part 60.
- D. NRB 15 - 8/95, USDI, National Register Bulletin 15, How to Apply the National Register Criteria for Evaluation.
- E. OCA/HPD/ARMS 93-101 Rev.LO- 7/93, State of New Mexico, Historic Preservation Division. Archaeological Records Management Section, New Mexico Cultural Resource Information

System, Guidelines for Submitting Archaeological Records. (Should be modified per appropriate Forest/state standards).

- F. 1991, Native American Graves Protection and Repatriation Act, 43 Code of Federal Regulations Part 10.
- G. New Mexico Administrative Code Title 4 Cultural Resources, Chapter 10 Cultural Properties And Historic Preservation, Part 15 Standards For Survey And Inventory, Section 10, F 1-2.

7.2 Collections

Except as otherwise noted, thorough documentation of cultural materials shall be made in the field. Any collections must be approved in advance by the **USDA Forest Service Archeologist**, and may be made only in the following instances:

- A. The collection is absolutely necessary to adequately assess the resource,
- B. Especially rare or sensitive temporal indicator artifacts are encountered.

When collection is necessary and approved, the artifact will be point provenienced to a permanent datum established by the contractor and the location of the artifact recorded using GIS the NAD 83 CONUS datum and the appropriate UTM zone and shown on the site map. Collected artifacts will be photographed in situ prior to removal, and a durable marker left at the collection location. All collected materials shall be analyzed and discussed in the final report. Arrangements for the curation of the collected artifacts will be the responsibility of the contractor and, as such, the contractor will be required to have a curation agreement with an appropriate New Mexico repository for these purposes. All collections remain the property of the United States Government.

7.3 Disposition of Collections and other Investigation Documentation

All material and data produced by the contractor in performance under this contract, or in work in support thereof, are, and shall be, the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data, and shall be, transferred without reservation to the United States Government. Materials include, but are not limited to, the following items: manuscripts, outlines, abstracts, field notes, artwork (including maps, sketches, charts, tables, and related overlays), photography (including negatives, digital imagery, transparencies, prints, and microfiches), geospatial data, collected artifacts, and data sheets. The final report will be distributed to interested parties by the government.

The contractor may use the archaeological data resulting from this survey for future research purposes. However, the contractor agrees to comply with all applicable site confidentiality requirements concerning the nature and location of cultural resources, Traditional Cultural Properties or sacred sites located during the survey. The contractor shall provide three copies of any manuscripts, reports, and publications pertaining to the survey to the Forest Archaeologist on the forest where the work was performed and to acknowledge that the **New Mexico Forestry Division** funded the work.

At the time a task order is placed, the appropriate Fire Plan will be provided if needed.

APPENDIX 1. Known Sites Within Project Areas/Cultural Survey Areas

Forest Service Site # (AR#)	LA#	Site Affiliation	NRHP Eligibility	Last Visit (Year)	Inventory Area Name
03020300171	69463	Prehistoric	Eligible	2017	Carracas Unit OS
03020300172	69464	Prehistoric	Eligible	2017	Carracas Unit 05
03020300805	126434	Prehistoric	Eligible	2010	Carracas Unit 05
03020300806	126435	Prehistoric	Eligible	2008	Carracas Unit OS
03020301491	150615	Prehistoric	Eligible	2008	Carracas Unit 05
03020301492	150616	Prehistoric	Eligible	2008	Carracas Unit 05
03020301495	150619	Unknown	Not Eligible	2017	Carracas Unit OS
03020301518	152528	Prehistoric	Eligible	2009	Carracas Unit OS
03020301795	161781	Prehistoric	Eligible	2007	Carracas Unit OS
03020300081	145368	Prehistoric	Unevaluated	1975	Carracas Unit 07
03020300266	129449	Prehistoric	Unevaluated	1989	Carracas Unit 07
03020300267	129450	Prehistoric	Unevaluated	1989	Carracas Unit 07
03020300284	73314	Prehistoric	Unevaluated	1989	Carracas Unit 07
03020300362	78626	Prehistoric	Unevaluated	1990	Carracas Unit 07
03020301536	154832	Prehistoric	Eligible	2006	Carracas Unit 07
03020301610	156973	Prehistoric	Eligible	2007	Carracas Unit 07
03020300077	28585	Prehistoric	Unevaluated	1975	Carracas Unit 08
03020300079	145366	Prehistoric	Eligible	2021	Carracas Unit 08
03020300080	145367	Prehistoric	Unevaluated	2021	Carracas Unit 08
03020300230	61595	Prehistoric	Eligible	2006	Carracas Unit 08
03020300364	78628	Prehistoric	Eligible	1990	Carracas Unit 08
03020300714	111378	Prehistoric	Eligible	2021	Carracas Unit 08
03020300715	111379	Prehistoric	Eligible	1996	Carracas Unit 08
03020300884	131432	Prehistoric	Eligible	1996	Carracas Unit 08
03020301194	146757	Unknown	Eligible	2017	Carracas Unit 08
03020301548	154838	Historic	Unevaluated	2017	Carracas Unit 08
03020301733	159336	Prehistoric	Eligible	2007	Carracas Unit 08
03020301806	160603	Prehistoric	Eligible	2016	Carracas Unit 08
03020302555	200067	Historic	Eligible	2021	Carracas Unit 08
03020302556	200067	Historic	Eligible	2021	Carracas Unit 08
03020302286	172553	Prehistoric	Eligible	2011	Carracas Unit 12
03020300201	71757	Prehistoric	Eligible	2011	Carracas Unit 12
03020300368	81225	Prehistoric	Eligible	2011	Carracas Unit 12
03020300369	78630	Prehistoric	Unevaluated	1990	Carracas Unit 12
03020301072	143782	Prehistoric	Eligible	2016	Carracas Unit 12
03020301195	146758	Multicomponent	Eligible	2017	Carracas Unit 12

Forest Service Site # (AR#)	LA#	Site Affiliation	NRHP Eligibility	Last Visit (Year)	Inventory Area Name
03020302216	165397	Prehistoric	Eligible	2010	Carracas Unit 12
03020302297	172932	Prehistoric	Eligible	2011	Carracas Unit 12
03020300365	78629	Prehistoric	Unevaluated	1990	Carracas Unit 13
03020302220	165701	Prehistoric	Eligible	2008	Carracas Unit 13
03020300369	78630	Prehistoric	Unevaluated	1990	Carracas Unit 14
03020300807	129420	Multicomponent	Unevaluated	1999	Carracas Unit 15
03020301474	95826	Prehistoric	Eligible	2005	Carracas Unit 15
03020301356	147782	Prehistoric	Eligible	2005	Carracas Unit 24
03020300803	126737	Prehistoric	Eligible	2006	Carracas Unit 24
03020300203	72339	Prehistoric	Eligible	2005	Carracas Unit 25
03020300061	46193	Unknown	Unevaluated	1974	Carracas Unit 26
03020300062	46194	Multicomponent	Eligible	2011	Carracas Unit 26
03020300199	71198	Prehistoric	Eligible	2010	Carracas Unit 26
03020300275	72913	Prehistoric	Eligible	2010	Carracas Unit 26
03020302326	175424	Prehistoric	Eligible	2012	Mestenas Unit 01
03020300677	103773	Prehistoric	Eligible	1998	Mestenas Unit 01
03020300965	138550	Prehistoric	Eligible	2002	Mestenas Unit 01
03020300017	2330	Prehistoric (COLLECTED)	Unevaluated	1941	Mestenas Unit 02
03020300699	111012	Prehistoric	Eligible	2002	Mestenas Unit 02
03020300877	130337	Prehistoric	Eligible	2005	Mestenas Unit 02
03020300932	135606	Prehistoric	Eligible	2004	Mestenas Unit 02
03020300906	132047	Unknown	Eligible	2000	Mestenas Unit 03
03020302105	165229	Prehistoric	Eligible	2010	Mestenas Unit 03
03020300072	77234	Unknown	Unevaluated	1974	Mestenas Unit 04
03020300073	77235	Unknown	Unevaluated	1974	Mestenas Unit 04
03020300909	132638	Prehistoric	Eligible	2001	Mestenas Unit 04
03020301263	146786	Multicomponent	Eligible	2004	Mestenas Unit 04
03020302104	165228	Multicomponent	Eligible	2009	Mestenas Unit 04
03020302663	188773	Prehistoric	Unevaluated	2017	Mestenas Unit 04
03020302664	188774	Multicomponent	Eligible	2017	Mestenas Unit 04
03020302373	176321	Historic	Eligible	2012	Mestenas Unit 05
03020300018	2328	Prehistoric (COLLECTED)	Unevaluated	1973	Mestenas Unit 06
03020300819	126645	Prehistoric	Eligible	2012	Mestenas Unit 06
03020300908	13237	Prehistoric	Unevaluated	2001	Mestenas Unit 06
03020301416	146898	Prehistoric	Eligible	2005	Mestenas Unit 06
03020301417	146899	Prehistoric	Eligible	2005	Mestenas Unit 06

Forest Service Site # (AR#)	LA#	Site Affiliation	NRHP Eligibility	Last Visit (Year)	Inventory Area Name
03020300177	145371	Prehistoric	Eligible	2014	Mestenas Unit 11
03020302379	176327	Prehistoric	Eligible	2012	Mestenas Unit 11
03020302471	185666	Prehistoric	Eligible	2014	Mestenas Unit 11
03020300002	5038	Prehistoric	Eligible	1961	Mestenas Unit 14
03020300651	100781	Prehistoric	Eligible	2012	Mestenas Unit 14
03020302005	164304	Prehistoric	Eligible	2012	Mestenas Unit 14
03020302284	172649	Prehistoric	Eligible	2012	Mestenas Unit 14
03020300400	79638	Prehistoric	Unevaluated	1990	Mestenas Unit 15
03020300667	102221	Prehistoric	Eligible	2013	Mestenas Unit 15
03020302380	176328	Prehistoric	Eligible	2012	Mestenas Unit 15
03020300210	26931	Prehistoric	Unevaluated	2014	Mestenas Units 12 & 13
03020300478	81494	Prehistoric	Eligible	2003	Mestenas Units 12 & 13
03020300625	100348	Historic	Unevaluated	1993	Mestenas Units 12 & 13
03020300626	100349	Prehistoric	Unevaluated	1993	Mestenas Units 12 & 13
03020300973	139235	Prehistoric	Eligible	2014	Mestenas Units 12 & 13
03020301124	144036	Prehistoric	Eligible	2004	Mestenas Units 12 & 13
03020301140	144052	Multicomponent	Eligible	2003	Mestenas Units 12 & 13
03020301714	158479	Prehistoric	Eligible	2008	Mestenas Units 12 & 13
03020301715	158480	Prehistoric	Eligible	2008	Mestenas Units 12 & 13
03020301717	158482	Historic	Eligible	2008	Mestenas Units 12 & B

SECTION 8 - CONTRACT ADMINISTRATION DATA

Payments Procedure

The San Juan SWCD will authorize payments as follows:

A. Item/Description.

1. Completion of fieldwork and completion and receipt of copies of draft site forms, sketch maps, topographic maps, and all GIS data related to sites and survey progress, QCP, and raw GPS data if requested. Upon acceptance of work by the Forest Service Archaeologist (within 30 days of receiving deliverables): Inspections/approvals/payments will be conducted on a unit-unit basis. All reporting will be conducted on a unit-by-unit basis. Completion of draft report (delivery of all forms, photographs, maps, etc.) and upon acceptance of the work by the Forest Service Archaeologist (within 30 days of receiving deliverables): 20% of contract price will be paid on receipt of an approved invoice to San Juan SWCD.
2. Completion of three unbound copies of the final report, all corrected site forms, photographs, maps and GIS data in electronic/digital format, and final QCP and acceptance by the Forest Service Archaeologist (within 2 weeks of receiving deliverables): The remaining 20% of the contract will be paid on receipt of an approved invoice to San Juan SWCD.
3. Contractor will be responsible for preparation and submission of the invoice to San Juan SWCD. It shall contain the Contract Number, Vendor Identification Number, company name and address, and the specific line items that are being billed.

SECTION 9 - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Please see Attachment #7 Mandatory Specifications Check List

See the AGAR; 452.215 71, Instructions for the Preparation of Technical and Business Proposals

A. Price Proposal

B. Technical Proposal

1. Past Performance of the firm
2. Personnel Qualifications
3. Prior Experience of the firm.
4. Qualifications of the firm.
5. Technical Approach
6. Quality Control Plan

A. Price Proposal

Furnish prices for all items listed on Attachment 5 - Cultural Survey Areas Bid Form. No additional information will be necessary to determine the reasonableness of the price. Failure to provide prices for every item may result in your proposal being rejected as non-responsive.

B. Technical Proposal -

Technical Proposal	
<u>Past Performance</u> Submit a minimum of three (3) past and/or current customers that your company has provided similar services as the requested in the Scope of Work. Include number of years providing service, description of the service, contact person name, telephone number and email address.	50 Points
<u>Personnel Qualification:</u> Provide a detailed list of the qualifications and experience of personnel, including the principal Investor, field supervisors, proposed crew members, and artifact curators or laboratory technicians	20 Points
<u>Prior Experience of the Firm:</u> Provide a list of contracts within the past three years.	20 Points
<u>Qualifications of the Firm:</u> Provide a list of your qualifications	20 Points
<u>Technical Approach</u> Describe how your firm will accomplish the tasks described in the Scope of work.	20 Points
<u>Quality Control Plan</u> The contractor shall prepare and provide a written Quality Control Plan pursuant to the requirements of the Scope of Work. Include inspection schedule and forms to be utilized to inspect the work identified in the Scope of work.	
Total Technical Proposal	150 Points
Price Proposal	50 Points
Total Points	200 Points

The following non-cost evaluation factors are listed in descending order of importance:

1. Past Performance of the firm

Past performance is an indicator of the Offeror's ability to perform the contract successfully. This includes the quality of work and the ability to complete the work within the time specified and to the satisfaction of the Agency or Company contracting the work. The currency and relevance of the information provided, the source of the information, the context of the information obtained and general trends in the Offeror's performance shall be considered.

Offeror shall furnish a list of all contracts and subcontracts for archaeological services completed during the past three years (beginning with the current year and working backwards two additional years) and all contracts and subcontracts currently in process. No allowance for subcontractors

Include the following information for each contract and subcontract:

1. Name of contracting activity
2. Contract Number
3. Contract Type

The Government may or may not contact any or all references provided.

Note: The above information requested will enable us to evaluate your past performance in a fair, impartial, and objective manner. Offerors submitting incomplete past performance information risk not being evaluated completely.

In the case of a Quoter without a record of relevant past performance or for whom information on past performance is not available, the Quoter will not be evaluated either favorably or unfavorably on past performance.

2. Personnel Qualifications

If the offeror meets the following minimum qualifications, then further evaluation of the personnel qualifications is warranted. If the offeror does not meet the minimum qualifications, then no further evaluation will take place.

Personnel qualification is an indicator of the Offeror's ability to provide personnel with the education, professional training, experience and expertise to fulfil the contract successfully. The offerors will be rated on the qualifications and work experience of the personnel. Provide a detailed list of the qualifications and experience of personnel, including the principal investigator, field supervisors, proposed crew members, and artifact curators or laboratory technicians. For each of these individuals provide a detailed curriculum vita or resume.

Personnel qualifications will be rated as follows

Excellent: All personnel meet the minimum requirements and significantly exceed qualification requirements to the Government's benefit. For example, the contractor has personnel with doctorate degrees and extensive experience in Southwestern archaeology, most with completion of 20 years or more of professional experience and/or specialized training in archaeology field, laboratory, or library research administration and/or specialized training in the kind of activity the individual proposes to conduct under the authority of this contract

Very Good: All personnel meet the minimum requirements, and most employees exceed qualification requirements to the Government's benefit. For example, most but not all of the employees have doctorate degrees and extensive experience in Southwestern archaeology, and most with completion of 10 years of professional experience and/or specialized training in archaeology field, laboratory, or library research administration and/or specialized training in the kind of activity the individual proposes to conduct under the authority of this contract

Satisfactory: All personnel meet the minimum requirements, and some employees exceed qualification requirements to the Government's benefit. For example, the contractor has some personnel with doctorate degrees and/or extensive experience in Southwestern archaeology, some with completion of 5 years of professional experience and/or specialized training in archaeology field, laboratory, or library research administration and/or specialized training in the kind of activity the individual proposes to conduct under the authority of this contract.

Marginal: All personnel meet the minimum requirement, but do not exceed the minimum requirements or marginally exceed the minimum requirements.

Unsatisfactory: Some or all personnel do not meet the minimum requirements.

The project director must meet the basic minimum qualifications set forth below.

- A. A graduate degree in anthropology or archaeology, or equivalent training and experience working on projects similar to the work proposed under this contract, and experience in both prehistoric and historic cultural resources of the Southwest.
- B. The demonstrated ability to plan, equip, staff, organize, and supervise activity of the type and scope proposed.
- C. The demonstrated ability to carry research to completion, as evidenced by timely completion of these, research reports, or similar documents.
- D. Completion of at least 16 months of professional experience and/or specialized training in archaeology field, laboratory, or library research administration and/or specialized training in the kind of activity the individual proposes to conduct under the authority of this contract.
- E. The demonstrated ability to accurately plot archaeological site locations on topographic maps and/or aerial photographs.
- F. Demonstrated experience conducting archaeological surveys in the Southwest, in the area appropriate for the proposed project.

Each archaeological surveyor must have the following minimum qualifications:

- A. At least 18 semester hours of credit in archaeology, anthropology, and/or history courses. Courses must include information on the conduct and theory of archaeological survey and excavation.
- B. At least six months field experience in archaeological survey in the Southwest.

The following two evaluation factors will be evaluated according to the following criteria: Excellent, Very Good, Satisfactory, Marginal, and Unsatisfactory.

Excellent: Proposal meets contract requirements and significantly exceeds contract requirements to the Government's benefit. For example, the contractor implemented innovative or business process re-engineering techniques, which resulted in added value to the Government. The contractual performance of the element or sub-element being assessed can be expected to be accomplished with few minor problems for which corrective actions taken by the contractor are highly effective.

Very Good: Proposal meets contractual requirements and exceeds some of the requirements to the Government's benefit. The contractual performance of the element or sub-element being assessed can be expected to be accomplished with some minor problems for which corrective actions taken by the contractor are effective.

Satisfactory: Proposal meets contractual requirements. The contractual performance of the element or sub-element can be expected to contain some minor problems for which proposed corrective actions taken by the contractor may not be satisfactory, or previously completed corrective actions may or may not be satisfactory.

Marginal: Proposal does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed can be expected to reflect a serious problem for which the contractor may have submitted minimal corrective actions, if any. The contractor's proposed actions appear only marginally effective or will not be fully implemented previously.

Unsatisfactory: Proposal that does not meet contractual requirements and recovery is not likely in a timely or cost-effective manner. The contractual performance of the element or sub-element can be expected to contain serious problem(s)

3. Prior Experience of the firm.

Please provide a list of contracts for work that was performed within the Four Corners Region within the past three years.

4. Qualifications of the firm

Please provide a list of your Qualifications.

5. Technical Approach

Address how your firm shall accomplish the tasks identified in the Scope of Work, within the time frame set forth in this solicitation.

Offeror shall include a Quality Control Plan, including inspection schedule and forms to be utilized to inspect the work identified in the Scope of work.

6. Quality Control Plan

The contractor shall prepare and provide a written Quality Control Plan pursuant to the requirements of the Statement of Work (SOW) that fully describe the procedures, guidelines, specific documents to be utilized during this process, and personnel that the contractor will use to assure that the work performed under the contract meets the requirements of the standards set forth for this contract. The QCP shall include weekly progress reports submitted to the Forest Service Archeologist (FSA) or the FSA's technical advisors identifying areas surveyed and heritage resources identified to date, and a copy of the QCP will be included with the delivery of the draft site forms and the final report detailing how the QCP was used to ensure satisfactory work accomplishments and performance under the SOW.

SECTION 10. EVALUATION FACTORS FOR AWARD

I. Basis for Award:

The successful offeror will be that offeror that offers the best mix of past performance combined with the best price with technical/cost relationship that is the most advantageous to the Government based upon best value. The best price does not necessarily mean the lowest price but means that the best balance between past performance, price and community development has been determined for award by the Source Selection Authority who may determine that a trade-off, a higher priced offer for a quality contractor, is warranted. The Government reserves the right to make an award without discussion.

SECTION 11. EVALUATION CRITERIA

I. EVALUATION PROCESS

A. Notice of non--responsiveness

1. All offeror bids will be reviewed for compliance with the mandatory requirements of this RFP. For any proposal submitted which is deemed non-responsive, they will be removed from further consideration and the Offeror will be notified in writing of such determination and the method for protesting the determination. (See Section 11, paragraph c.)

B. Evaluation Committee Meeting

1. The Evaluation Committee will meet to review each Offerors' proposal. Points will be allocated as outlined in Section V. A. of this RFP, by each member of the committee. Each member's point totals will be translated to a numeric ranking. Committee members will discuss their rankings which will then be totaled to determine the overall ranking of the firms. The Evaluation Committee may contact the Offeror for clarification of the response as needed or use other sources of information to perform the evaluation as specified in Section II, C. 10.11. The responsible offerors with the highest scores in each category will be selected as finalist offerors based upon the bids submitted. Finalist offerors may be asked to submit revised proposals for the purpose of obtaining the best and final offers and will have their points recalculated accordingly. The responsible offeror(s) whose bid is most advantageous to the San Juan Soil and Water Conservation District, taking into consideration the evaluation factors in Section V, will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

C. Notice of Finalists

- i. Each responsive Offeror will be notified in writing whether their proposal is a finalist.

D. Multiple Awards

1. The San Juan SWCD reserves the right to make multiple awards under this RFP if sufficient funding is available and if it is determined to be advantageous to the San Juan SWCD. Signing a contract is not a guarantee of further work under this procurement action.

E. Point Calculations

1. All calculations of point standings, including any addition or deduction of points to Offeror submittals shall occur at a meeting of the Evaluation Committee, with all members in attendance.
11. All overall committee rankings will be available for public inspection at San Juan SWCD after the successful Offeror(s)'s contract is signed by San Juan SWCD. Ties in ranking shall be scored using the sum of the ranking places, divided by the number affirms in a tie. The following is an example of scoring, for a tie at first:

1. Scoring		Numerical Ranking	
2.	Firm A Tie	(1st+ 2nd/2 =	1.5
3.	Firm B Tie	(1st+ 2nd/2 =	1.5
4.	Firm C 3rd	=	3

111. A tie for first, at the end of the final rankings after the completion of short listing and interviews, shall be broken by a separate ranking by the committee members, only ranking the firms involved in the tie. If a tie still exists after ranking only the tied firms, the tie shall be broken by the chairman of the Evaluation Committee.
- 1v. solicitation by e-mail after execution of the contract(s). San Juan SWCD shall keep one each of all proposals submitted for the procurement file. Offerors may arrange with San Juan SWCD to pick up or mail the additional copies of the proposals at the Offeror's cost, as soon as possible.

Attachment 1 - ACKNOWLEDGEMENT OF RECEIPT FORM

REQUESTS FOR PROPOSALS 24-25-003

In acknowledgement of receipt of this Request for Proposals the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Attachment 6, with "Appendix A – Detailed Scope of Work" and "Appendix B – Template Contract" attached as separate documents.

The acknowledgement of receipt should be signed and returned to the Procurement Manager. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offerors written questions and the San Juan Soil and Water Conservation District's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposals.

Firm DOES / DOES NOT (**circle one**) intend to respond to this Request for Proposals.

Return this form by email to:

Edicia Rodriguez
edicia@sanjuanswcd.com

San Juan Soil and Water Conservation District

Attachment 2: Campaign Contribution Disclosure Form

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official, or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

"Pendency of the procurement process" means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: John Arrington, Ralph Fenton, Penny Sterling, Cash Carruth, Paul Bandy and Chris Culpepper
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) *(Attach extra pages if necessary)*

Signature

Title/Position

Date _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature _____

Date _____

Title (Position) _____

Attachment 3: Resident Business or Resident Veteran's Preference Certification

Pursuant to Section 13-1-21. "Application of Preferences" of the NM Procurement Code

(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident business or resident veterans' preference to this procurement:

Please check one box only:

- ☐ **Resident Business:** I declare under penalty of perjury that my business is a NM Resident Business thereby allowing me to claim an additional 5% of the total possible points awarded on this solicitation (add 5 points).
 - Copy of valid NM Resident Business Certificate is attached.
- ☐ **Resident Veteran Business with less than \$3 million annual gross revenue:** I declare under penalty of perjury that my business is a Resident Veteran Business and that my business prior year revenue, starting January 1 and ending on December 31, is less than Three Million Dollars (\$3,000,000) thereby allowing me to claim an additional 10% of the total possible points awarded on this solicitation (add 10 points).
 - Copy of valid NM Resident Veteran Business Certificate is attached.
- ☐ None of the above.

I acknowledge that San Juan SWCD has the right to request additional documentation to support the information stated here, or in support of the attached Resident Business Certificate.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material facts regarding this matter constitutes a crime.

(Signature of Authorized Business Representative)

(Date)

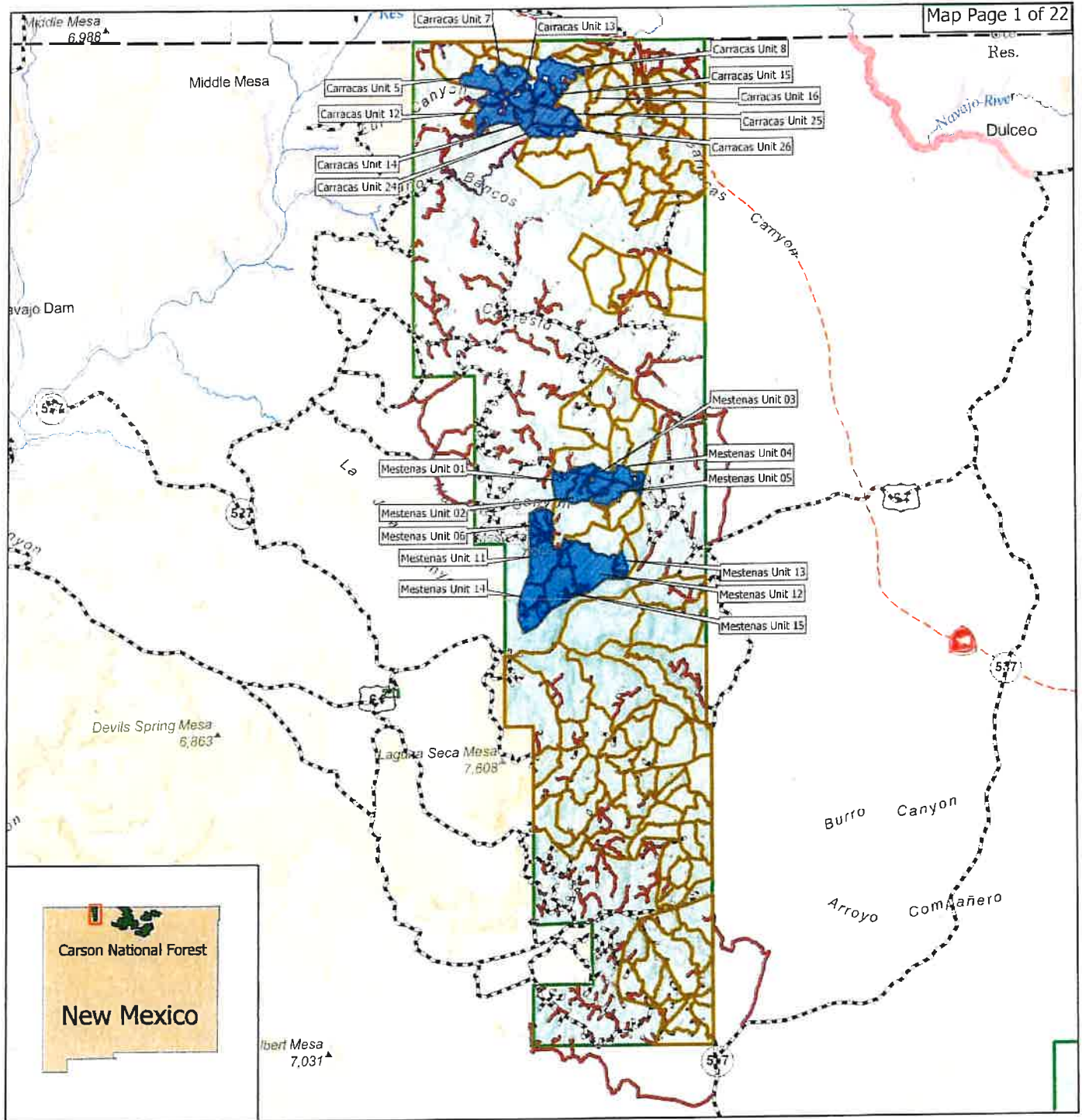
Note: The representations made in checking a box above constitute a material representation that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

RFP 24-25-003

Attachment 4 : Cultural Survey Area Maps

For Official Use Only.

Disclosure of site locations prohibited (36 CFR 296.18)



**Carson National Forest, Jicarilla Ranger District
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1**

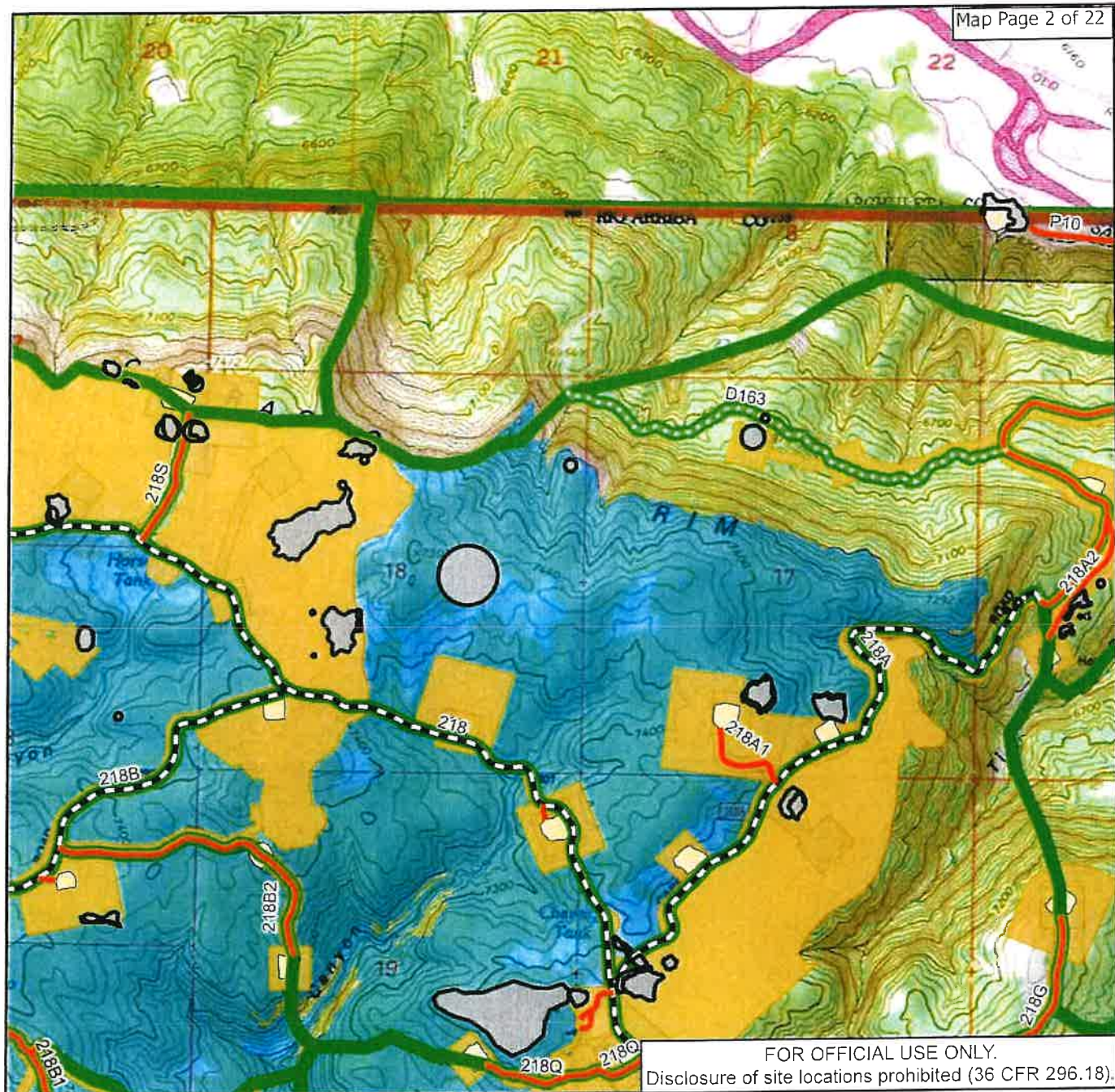


Legend

- | | |
|---------------------------|------------------------|
| Cultural Survey Units | Forest Roads |
| JWHIP Planning Units | Open |
| Jicarilla Ranger District | Authorized Use (Gated) |
| | Decommissioned |
| | Decommissioned Well |
| | Access |

N
0 4 mi
1 inch equals 4 miles

1:275,000
Date: 12/09/2024
Author: R. Miller



FOR OFFICIAL USE ONLY.
Disclosure of site locations prohibited (36 CFR 296.18).

Carracas Unit 08 Survey (555.83 acres)
Jicarilla Wildlife Habitat Improvement Project
Cultural Survey, Phase 1

1:22,000

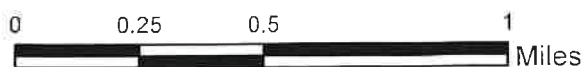
NAD 1983, UTM Zone 13

T32N, R4W, Sec. 18, 17, 16, 19, and 20

7.5' USGS Quad: Bancos Mesa, NM

Date: 12/06/2024

Author: R. Miller

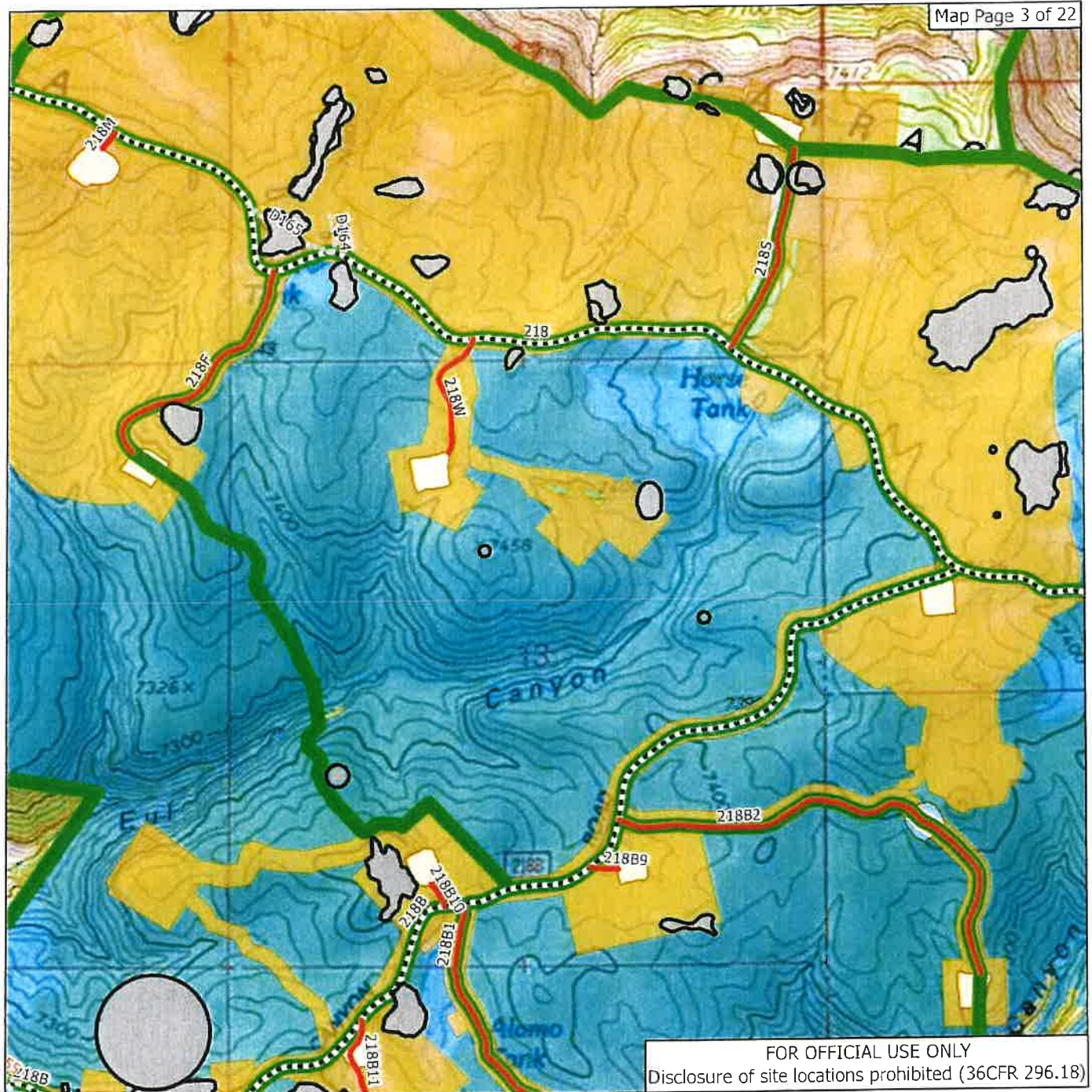


Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access



Carracas Unit 07 (427.77 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:14,000

NAD 1983, UTM Zone 13

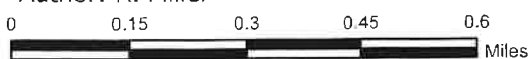
T32N, R4W, Sec. 18

T32N, R5W, Sec. 12, 14, and 13

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/25/2024

Author: R. Miller

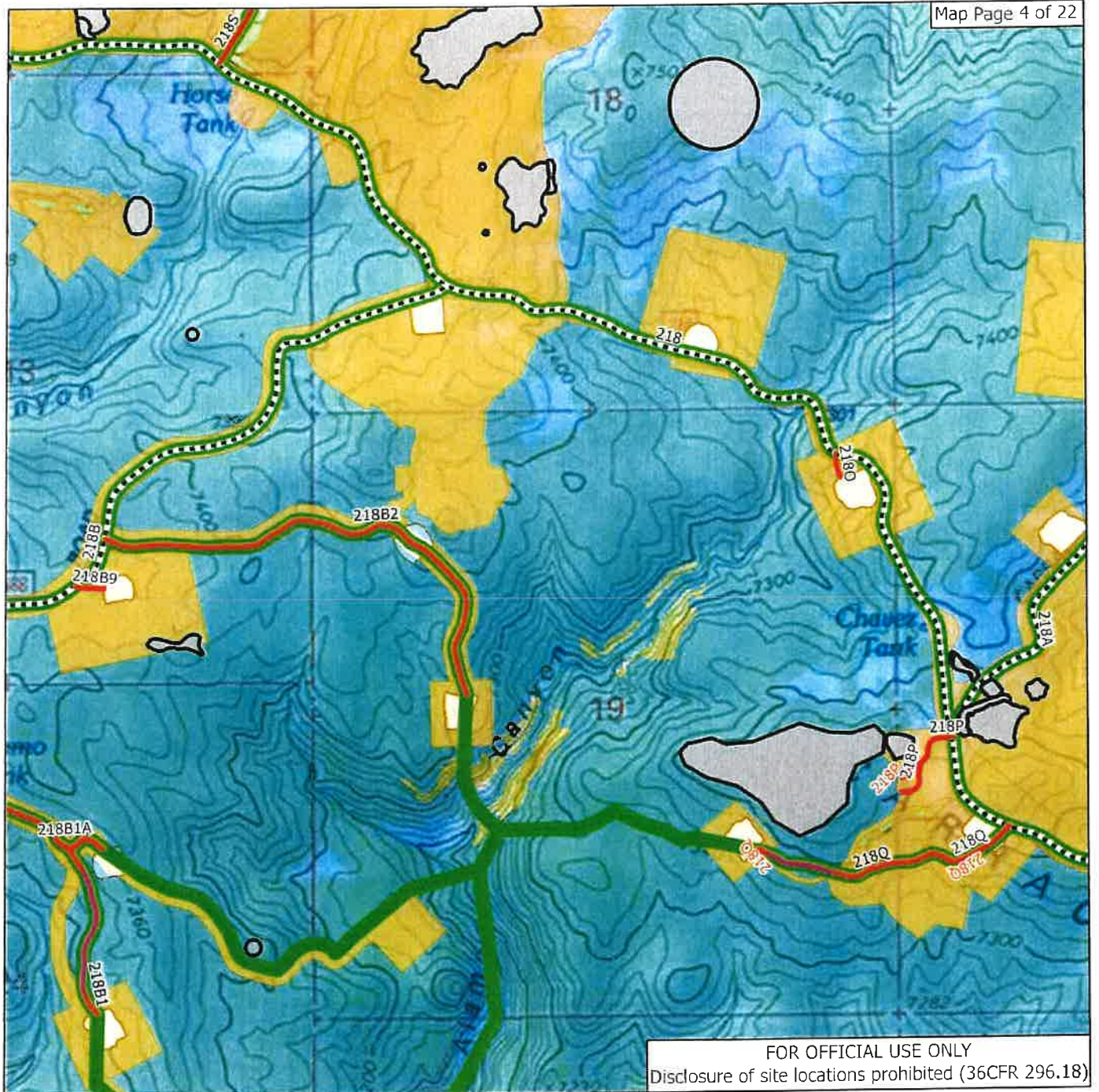


Legend

- Cultural Survey Area
- Previous Cultural Surveys
- JWHIP Planning Unit
- Natural Gas Well Pad
- Cultural Sites to be Updated

- Forest Roads
- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Carracas Unit 15 (354.29 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:14,000

NAD 1983, UTM Zone 13

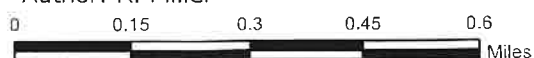
T32N, R4W, Sec. 18 and 19

T32N, R5W, Sec. 13

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/25/2024

Author: R. Miller



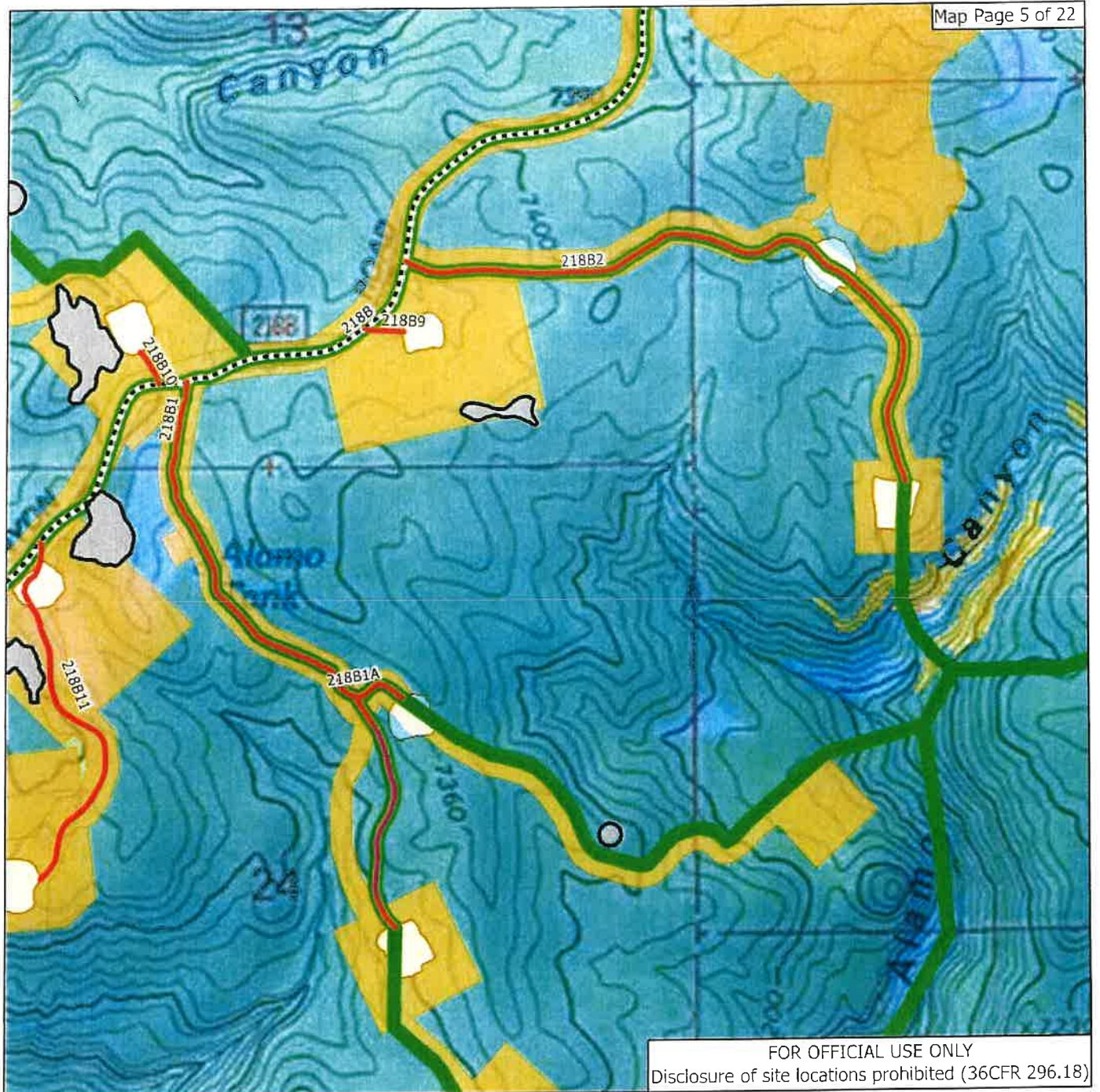
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Carracas Unit 13 (248.40 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:10,000

NAD 1983, UTM Zone 13

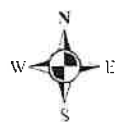
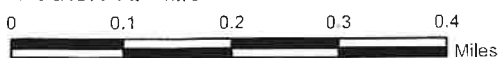
T32N, R4W, Sec. 19

T32N, R5W, Sec. 13 and 24

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/25/2024

Author: R. Miller



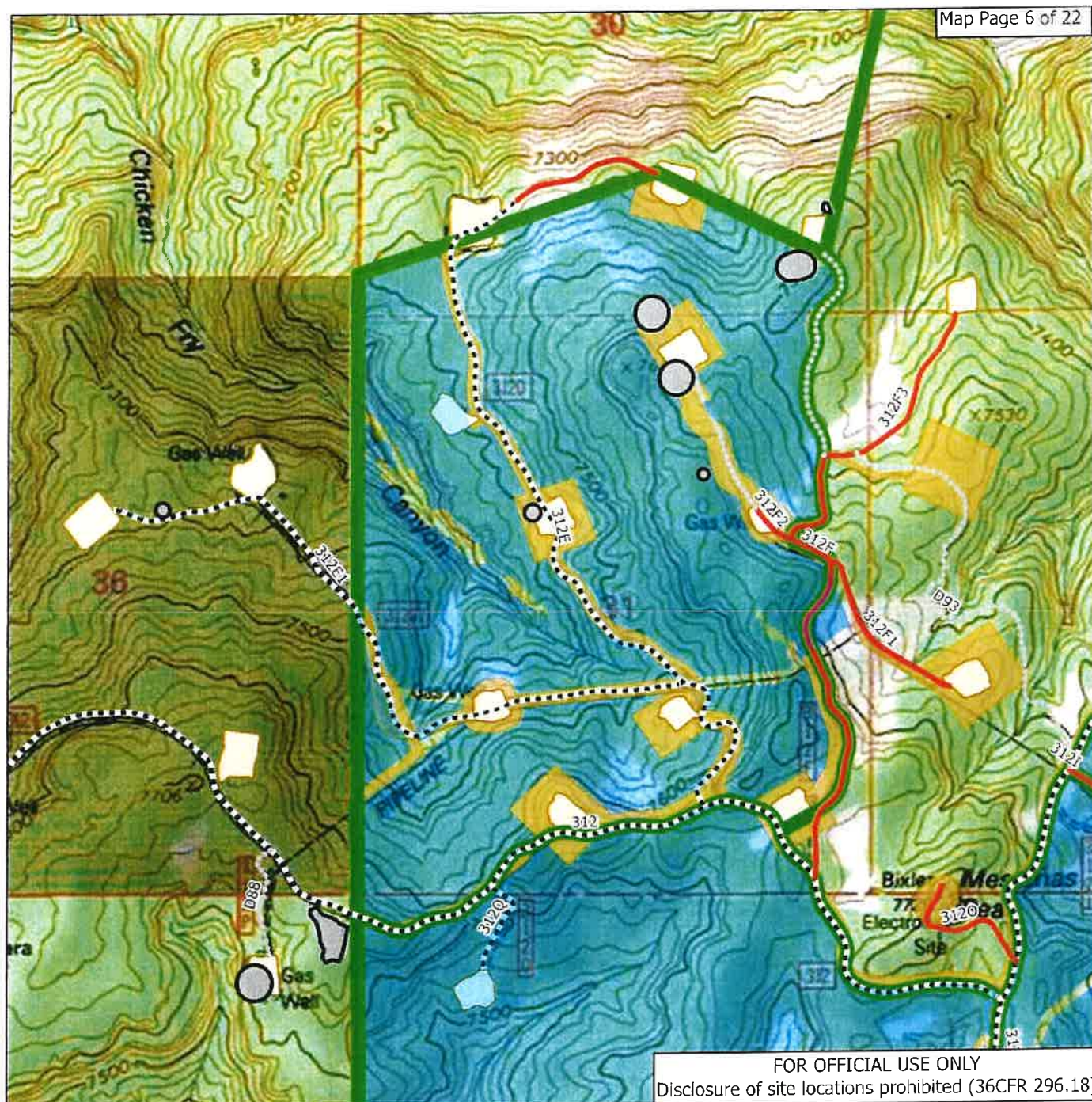
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Mestenas Unit 06 (406.30 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:14,000

NAD 1983, UTM Zone 13

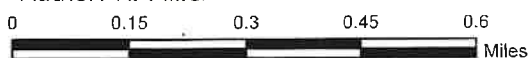
T30N, R4W, Sec. 30 and 31;

T29N, R4W, Sec. 4 and 3

7.5' USGS Quad: Espinosa Ranch, NM

Date: 06/25/2024

Author: R. Miller



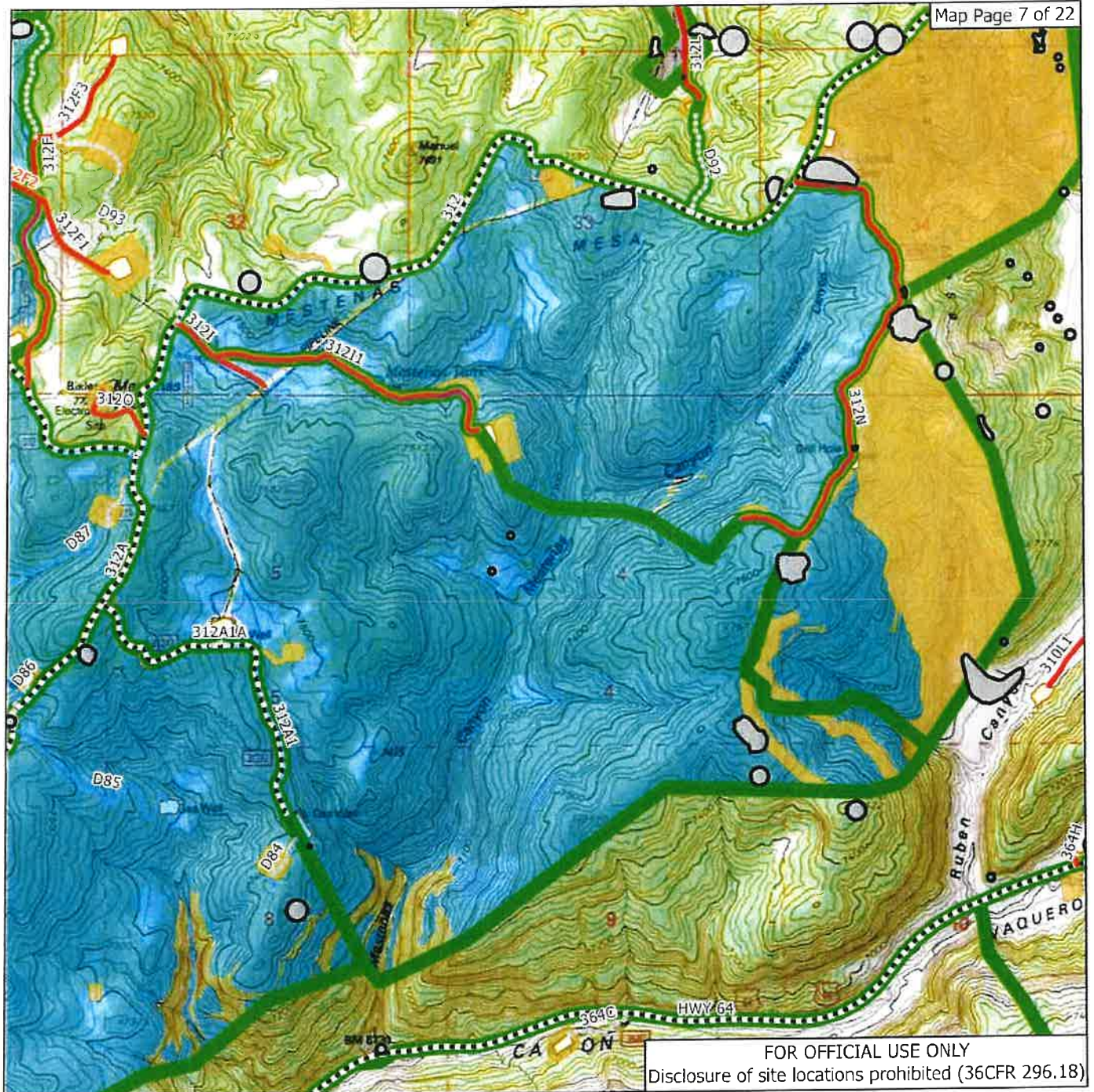
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Mestenas Units 12 and 13 (1335.95 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:24,000

NAD 1983, UTM Zone 13

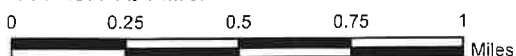
T30N, R4W, Sec. 32 and 33

T29N, R4W, Sec. 5, 4, 3, 8, 9, and 10

7.5' USGS Quad: Espinosa Ranch, NM & Gobernador, NM

Date: 06/25/2024

Author: R. Miller



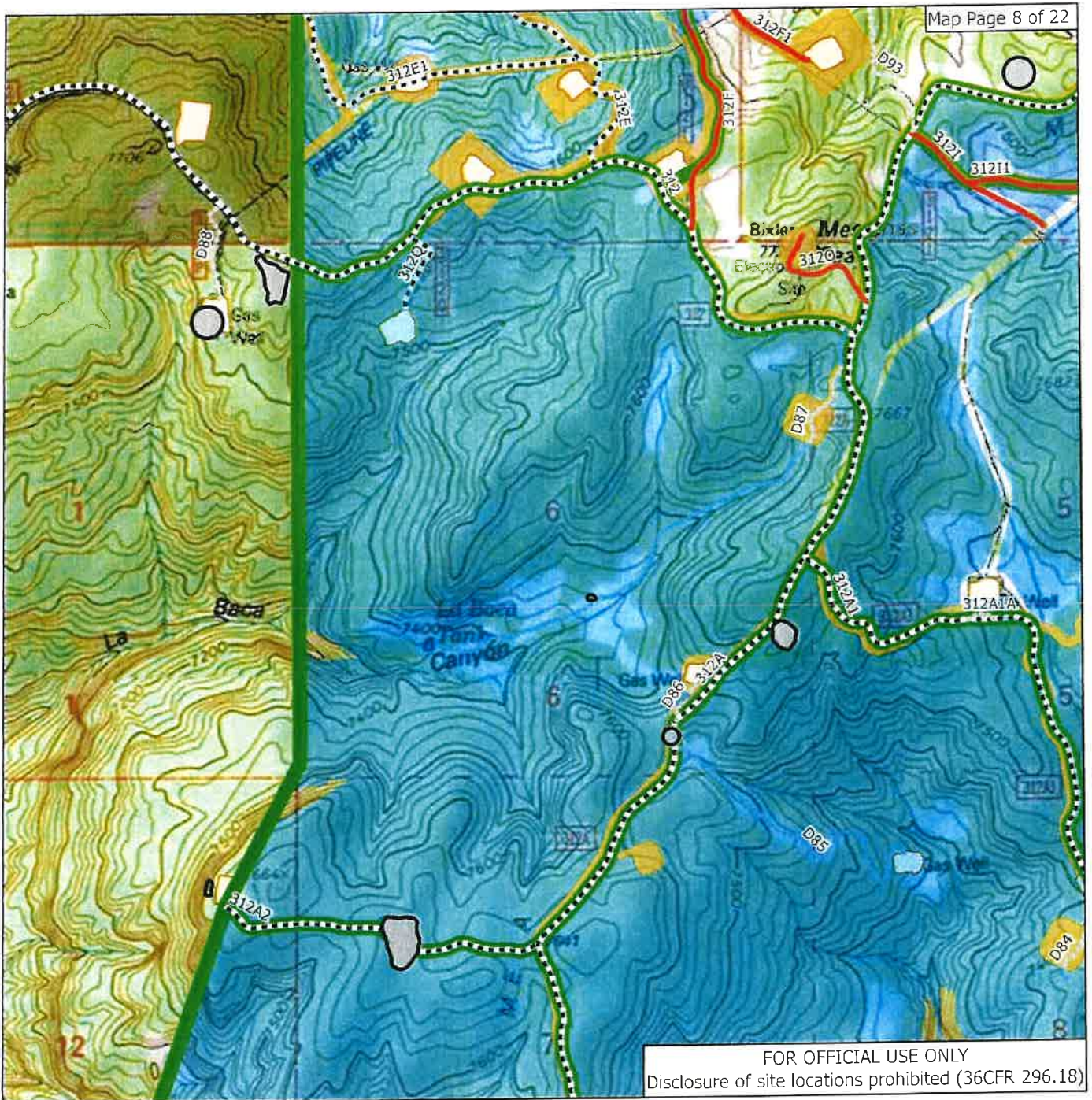
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Mestenas Unit 11 (702.66 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:16,000

NAD 1983, UTM Zone 13

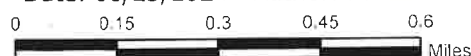
T30N, R4W, Sec. 31;

T29N, R4W, Sec. 6, 5, and 7;

T29N, R5W, Sec. 1 and 2

7.5' USGS Quad: Espinosa Ranch, NM & Gobernador, NM

Date: 06/25/2024 Author: R. Miller



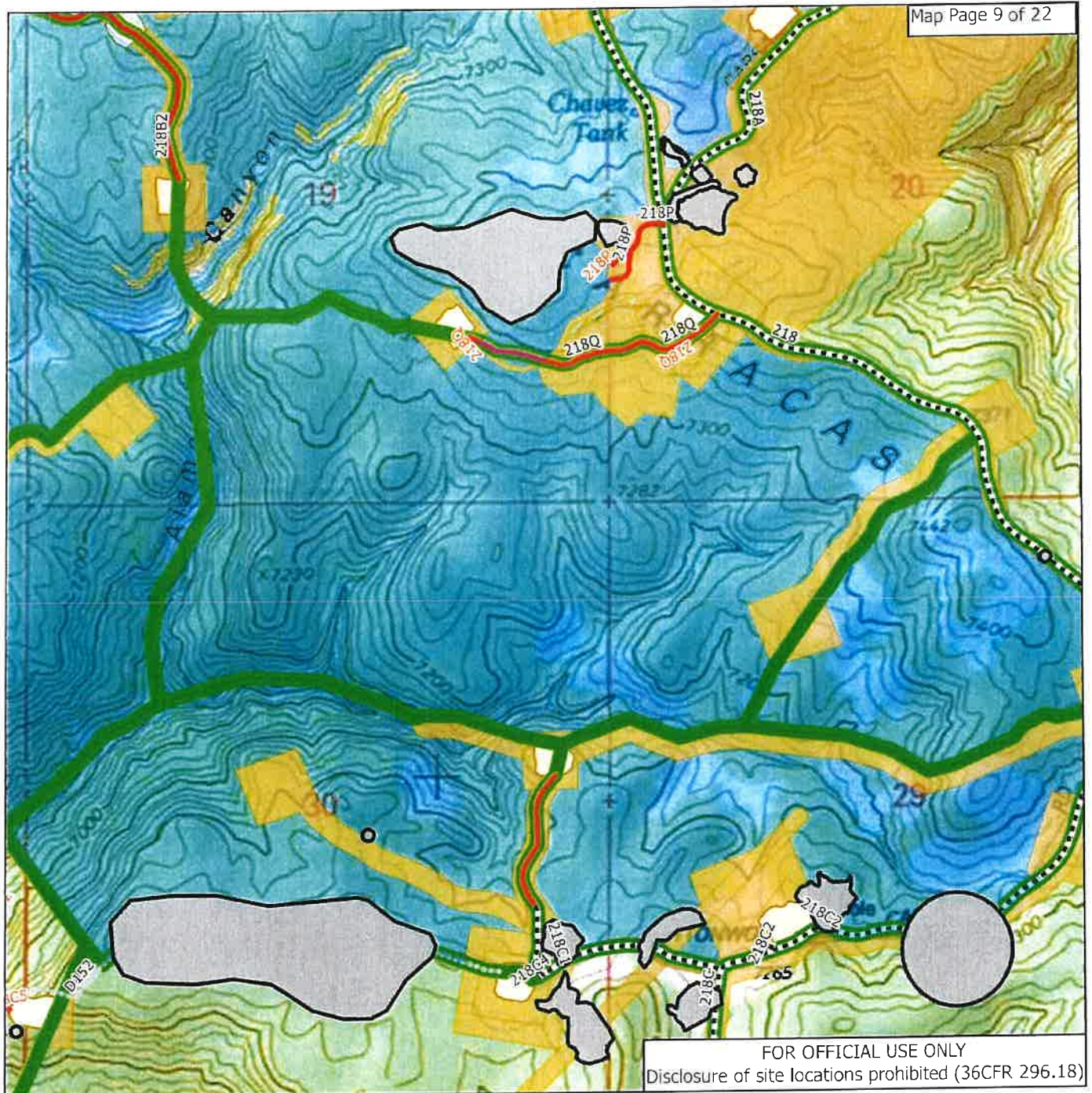
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access

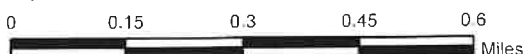




Carracas Unit 16 (379.48 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

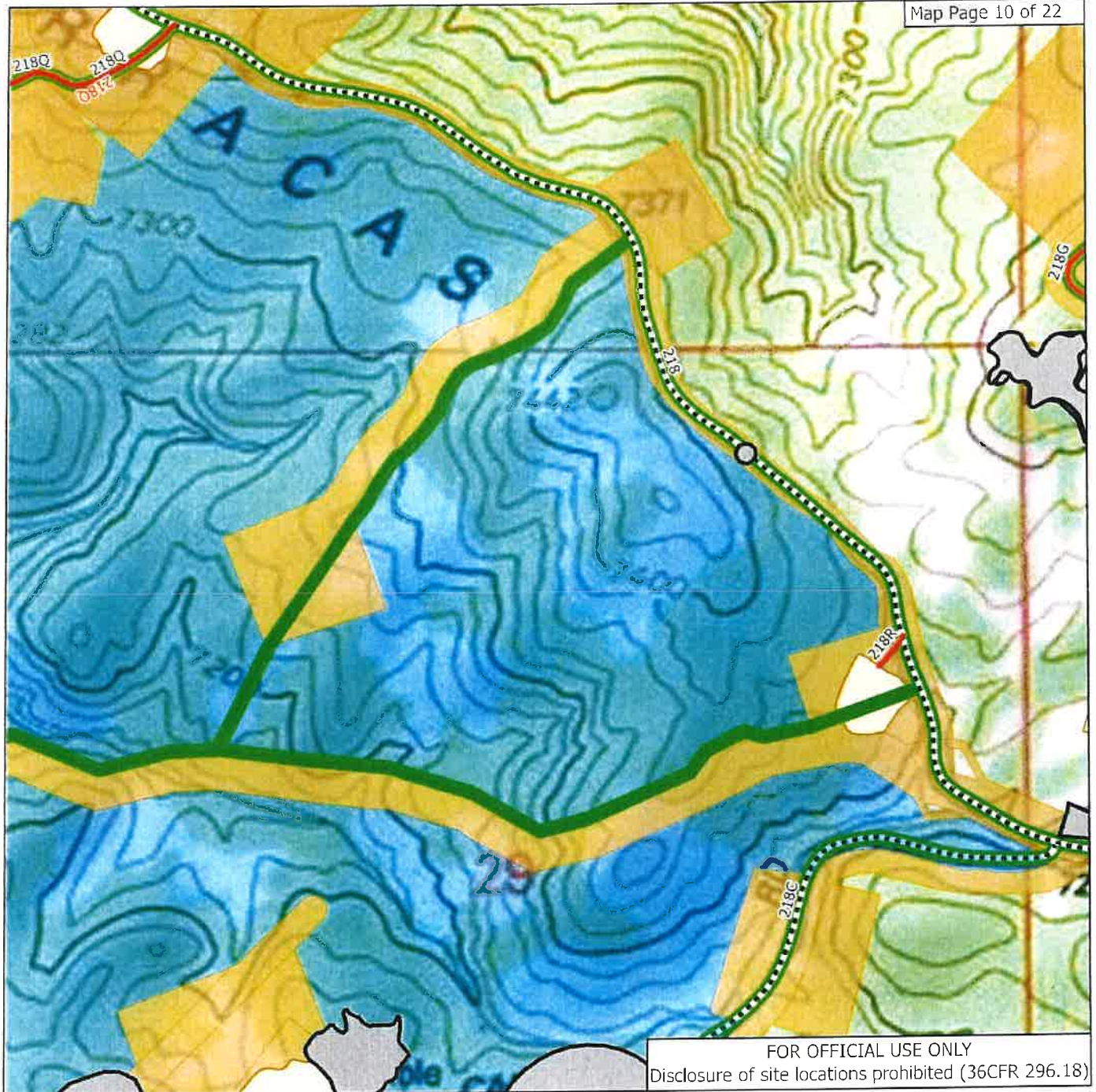


1:14,000
 NAD 1983, UTM Zone 13
 T32N, R4W, Sec. 19 and 30
 7.5' USGS Quad: Bancos Mesa, NM
 Date: 06/26/2024
 Author: R. Miller



Legend

- | | |
|------------------------------|----------------------------|
| JWHIP Planning Units | Forest Roads |
| Natural Gas Well Pad | Open |
| Previous Cultural Surveys | Authorized Use (Gated) |
| Cultural Survey Area | Decommissioned |
| Cultural Sites to be Updated | Decommissioned Well Access |



Carracas Unit 25 (110.37 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



1:8,000

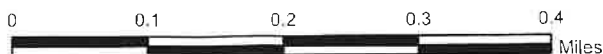
NAD 1983, UTM Zone 13

T32N, R4W, Sec. 20 and 29

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/26/2024

Author: R. Miller

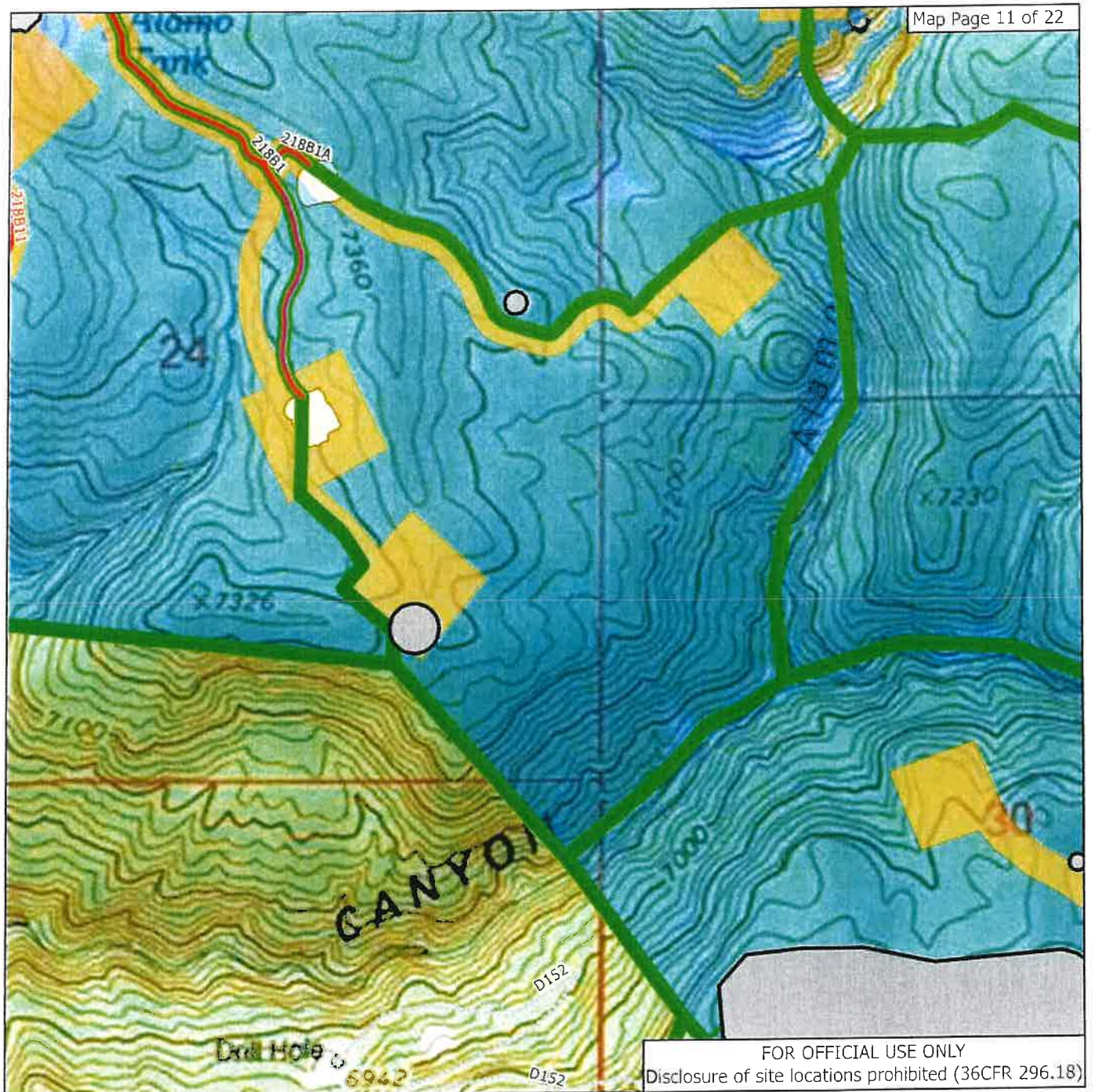


Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access



Carracas Unit 14 (184.15 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:10,000

NAD 1983, UTM Zone 13

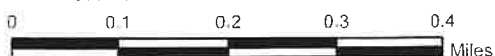
T32N, R5W, Sec. 24 and 25;

T32N, R4W, Sec. 19 and 30

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/26/2024

Author: R. Miller



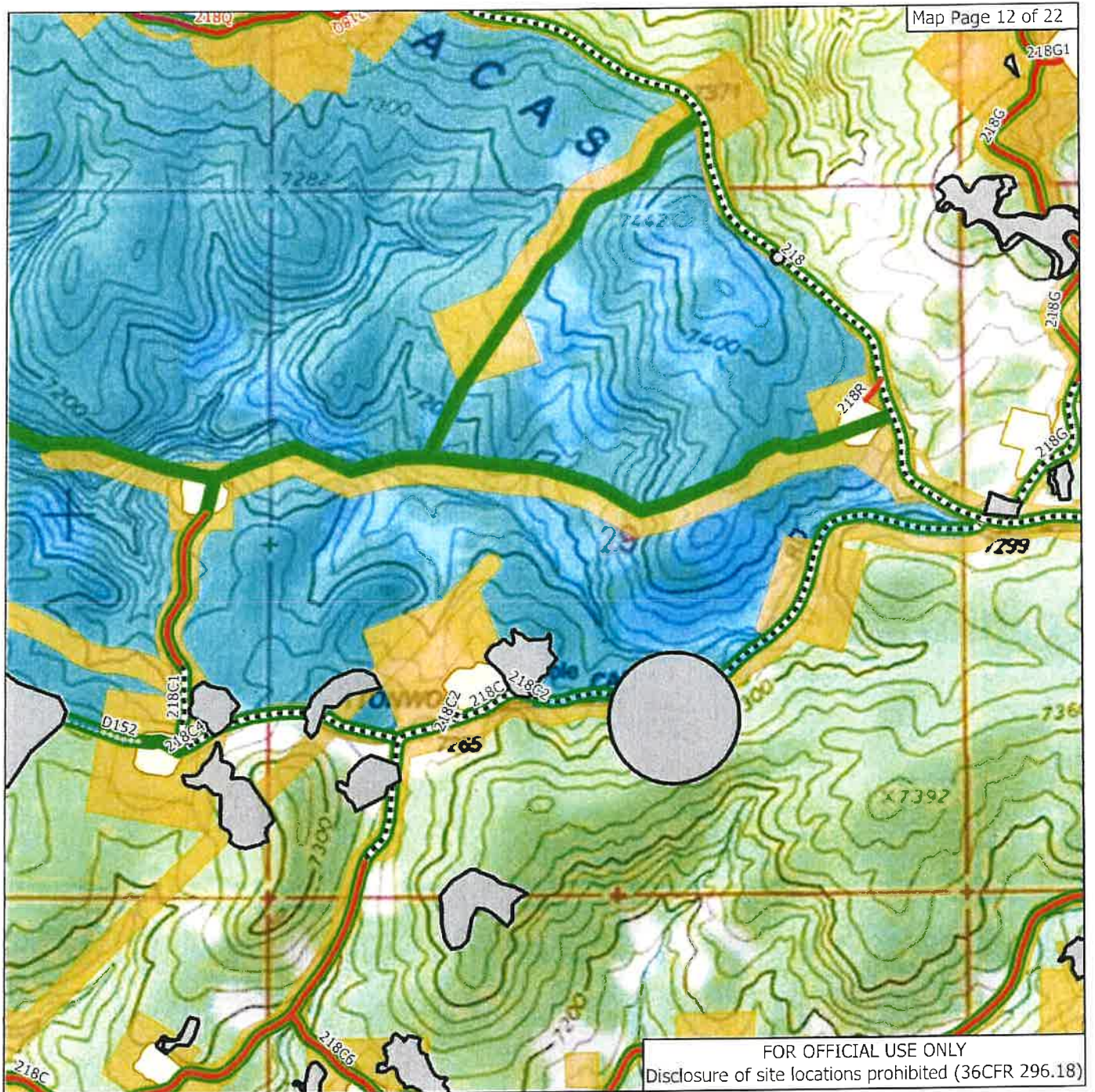
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access

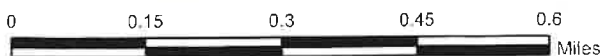




Carracas Unit 26 (141.30 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



1:12,000
 NAD 1983, UTM Zone 13
 T32N, R4W, Sec. 30, 29, and 28
 7.5' USGS Quad: Bancos Mesa, NM
 Date: 06/26/2024
 Author: R. Miller

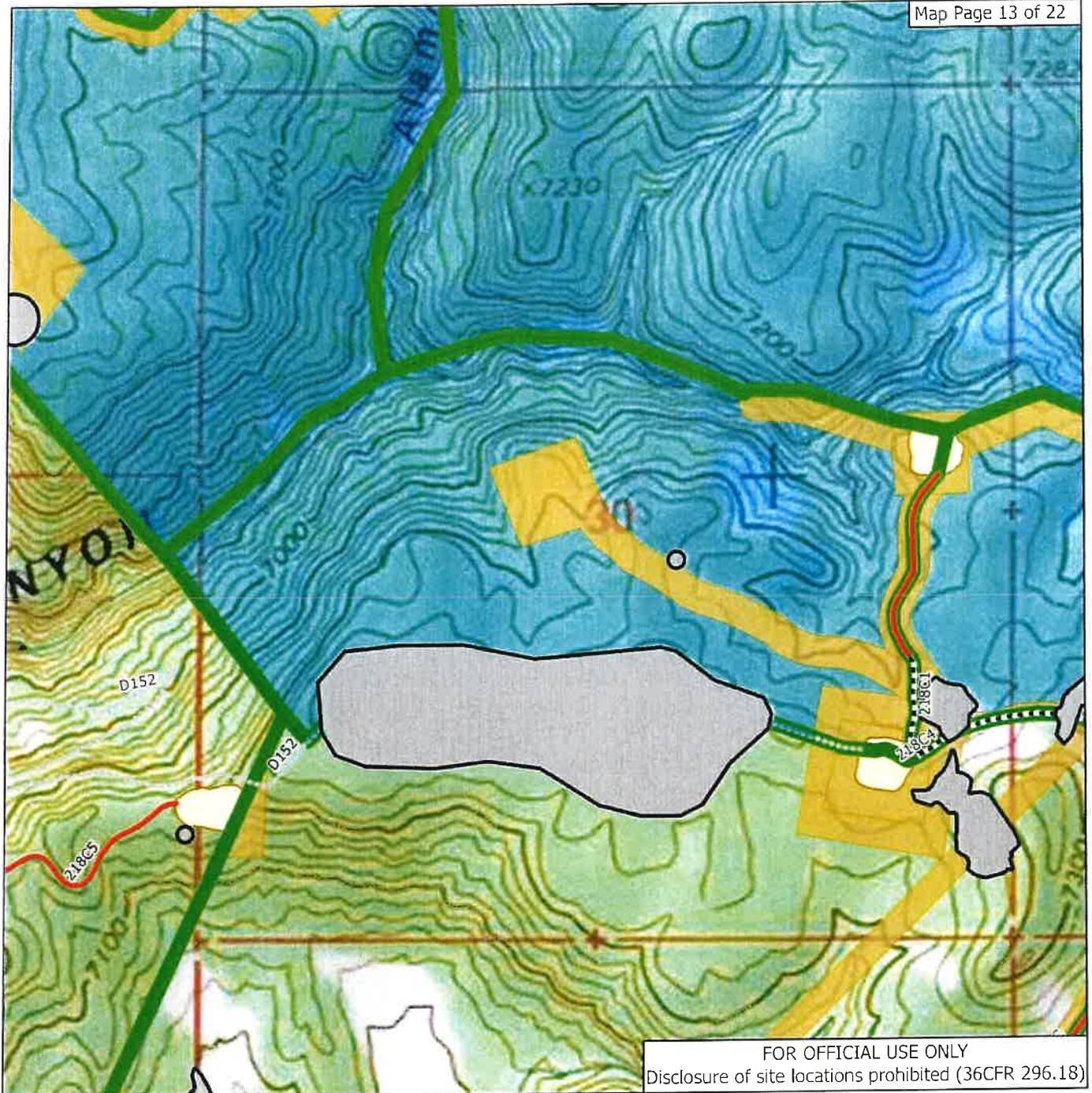


Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access



Carracas Unit 24 (174.77 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

1:10,000

NAD 1983, UTM Zone 13

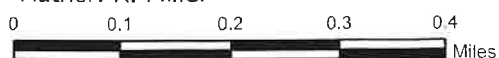
T32N, R5W, Sec. 25;

T32N, R4W, Sec. 30

7.5' USGS Quad: Bancos Mesa, NM

Date: 06/26/2024

Author: R. Miller



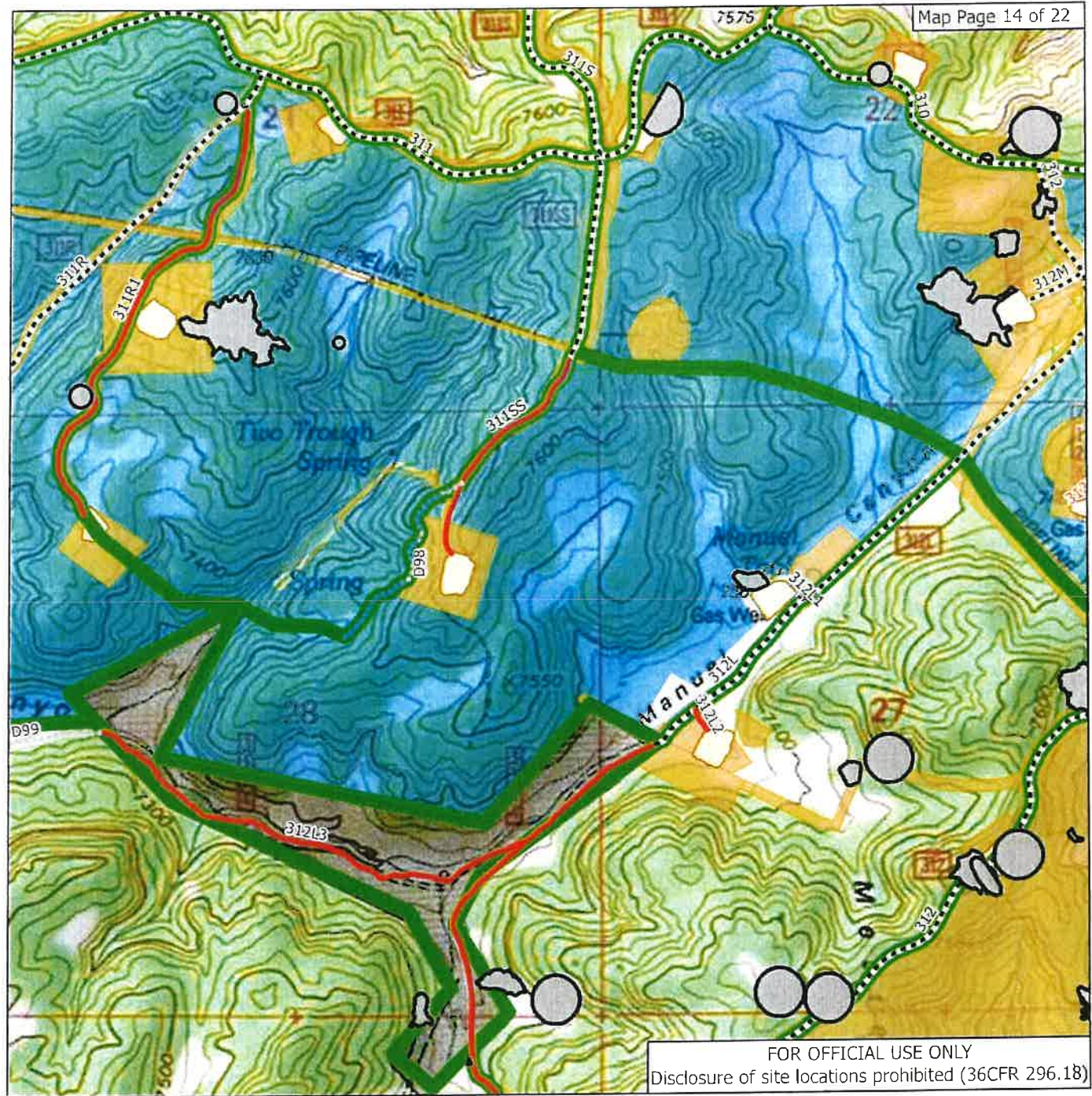
Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access





Mestenas Unit 05 (290.85 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1

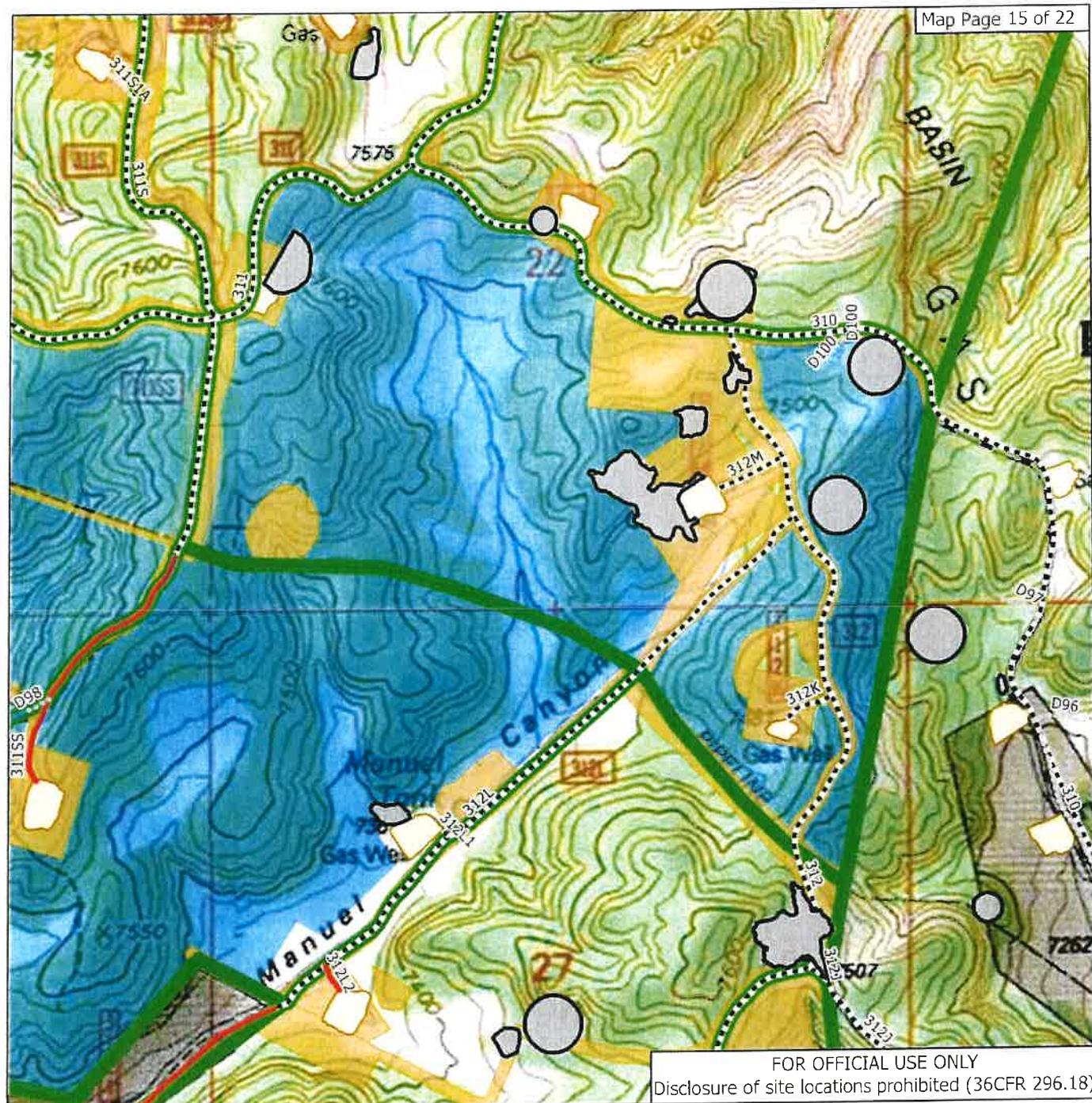


1:14,000
NAD 1983, UTM Zone 13
T30N, R4W, Sec. 21, 22, 28, and 27
7.5' USGS Quad: Espinosa Ranch, NM
Date: 06/26/2024 Author: R. Miller



0 0.15 0.3 0.45 0.6 Miles

- Legend**
- JWHIP Planning Units
 - Natural Gas Well Pad
 - Previous Cultural Surveys
 - Cultural Survey Area
 - Cultural Sites to be Updated
 - Forest Roads
 - Open
 - Authorized Use (Gated)
 - Decommissioned
 - Decommissioned Well Access



Mestenas Unit 04 (261.64 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



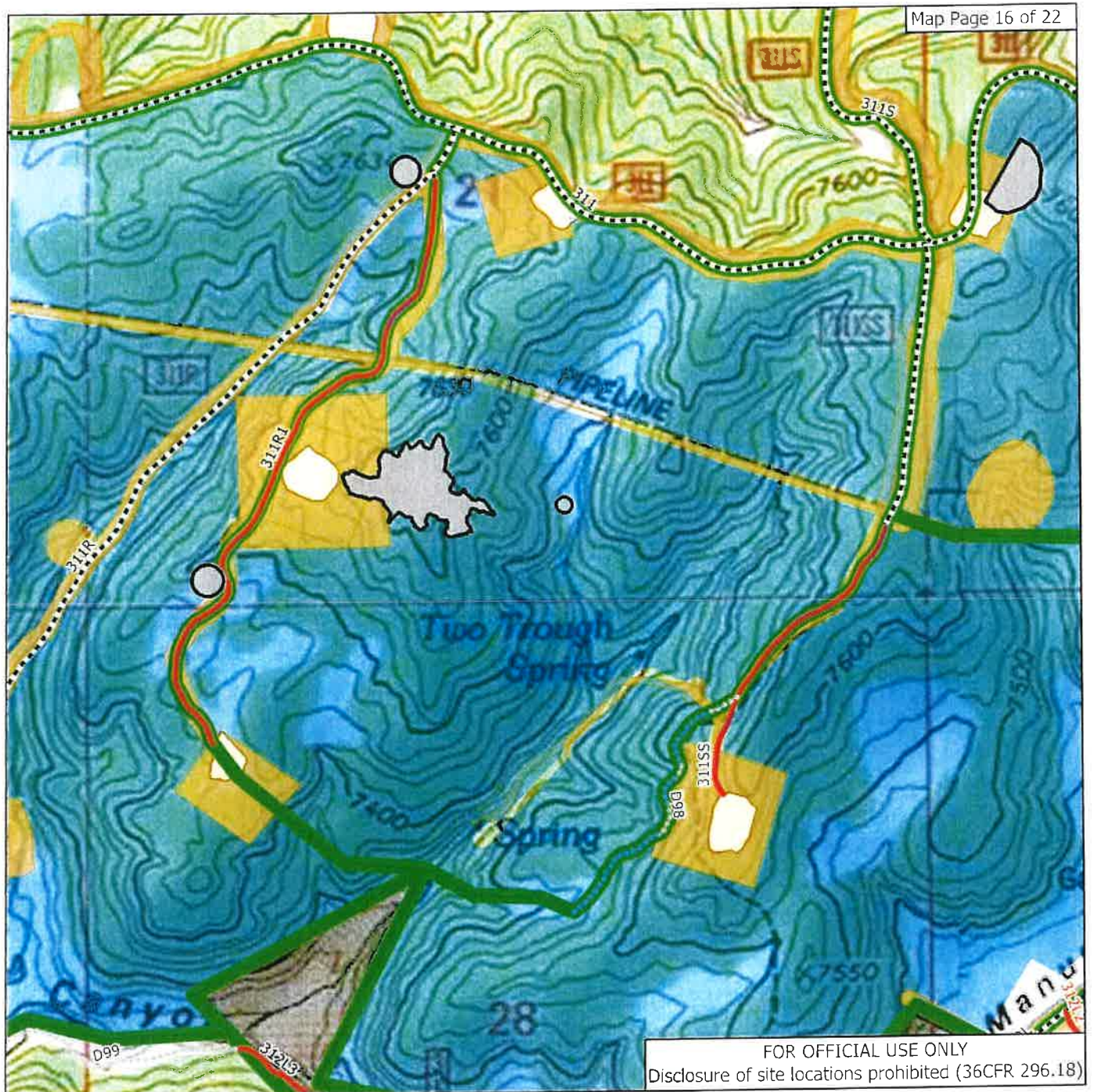
1:14,000
 NAD 1983, UTM Zone 13
 T30N, R4W, Sec. 21, 22, 23, and 27
 7.5' USGS Quad: Espinosa Ranch, NM
 Date: 06/26/2024 Author: R. Miller



0 0.1 0.2 0.3 0.4
 Miles

Legend

- | | |
|---|--|
| JWHIP Planning Units | Forest Roads |
| Natural Gas Well Pad | Open |
| Previous Cultural Surveys | Authorized Use (Gated) |
| Cultural Survey Area | Decommissioned |
| Cultural Sites to be Updated | Decommissioned Well Access |



Mestenas Unit 03 (270.95 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



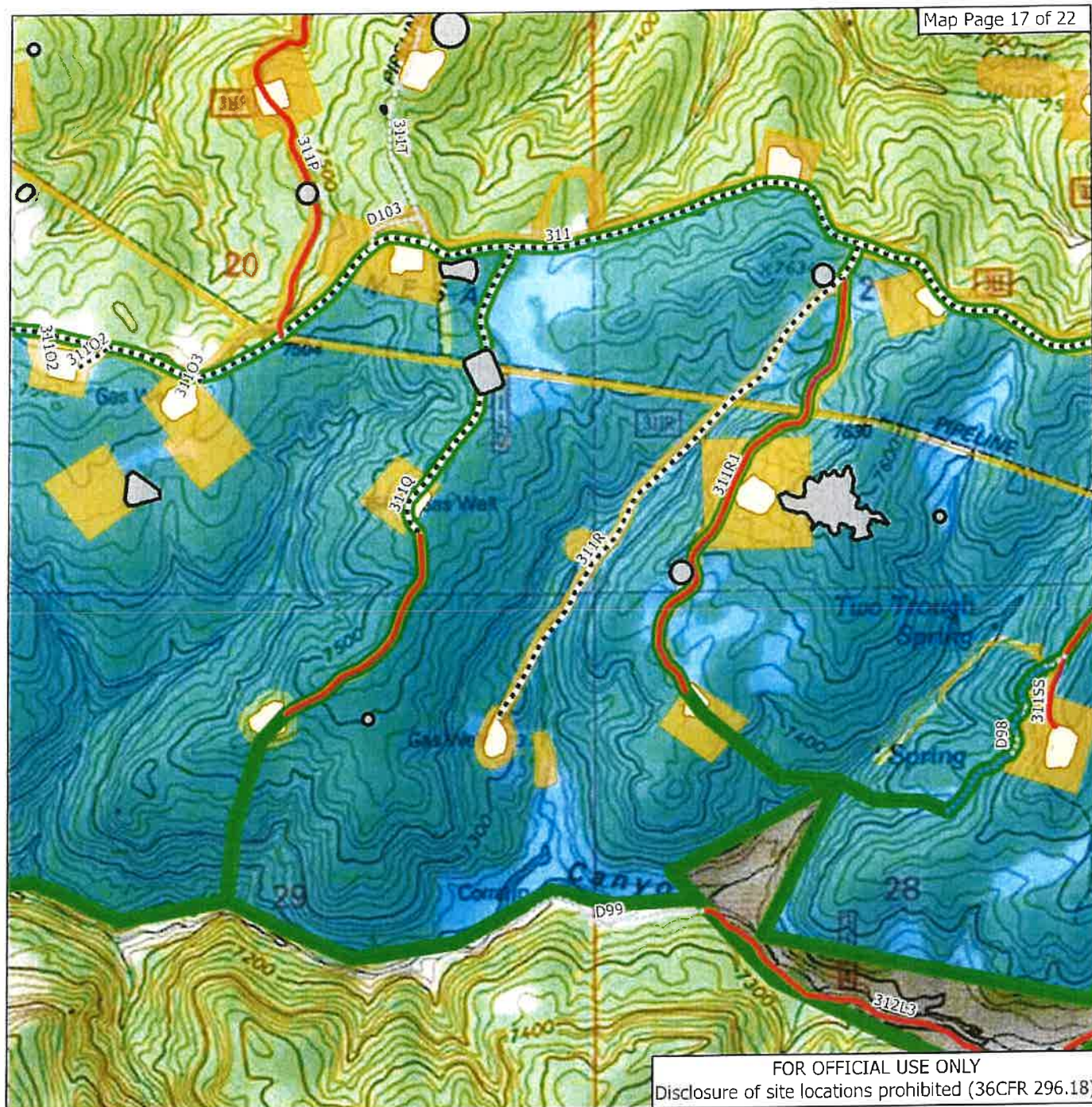
1:10,000
 NAD 1983, UTM Zone 13
 T30N, R4W, Sec. 21 and 28
 7.5' USGS Quad: Espinosa Ranch, NM
 Date: 06/26/2024 Author: R. Miller



0 0.1 0.2 0.3 0.4
 Miles

Legend

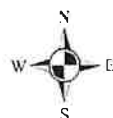
- | | |
|------------------------------|----------------------------|
| JWHIP Planning Units | Forest Roads |
| Natural Gas Well Pad | Open |
| Previous Cultural Surveys | Authorized Use (Gated) |
| Cultural Survey Area | Decommissioned |
| Cultural Sites to be Updated | Decommissioned Well Access |



Mestenas Unit 02 (402.77 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



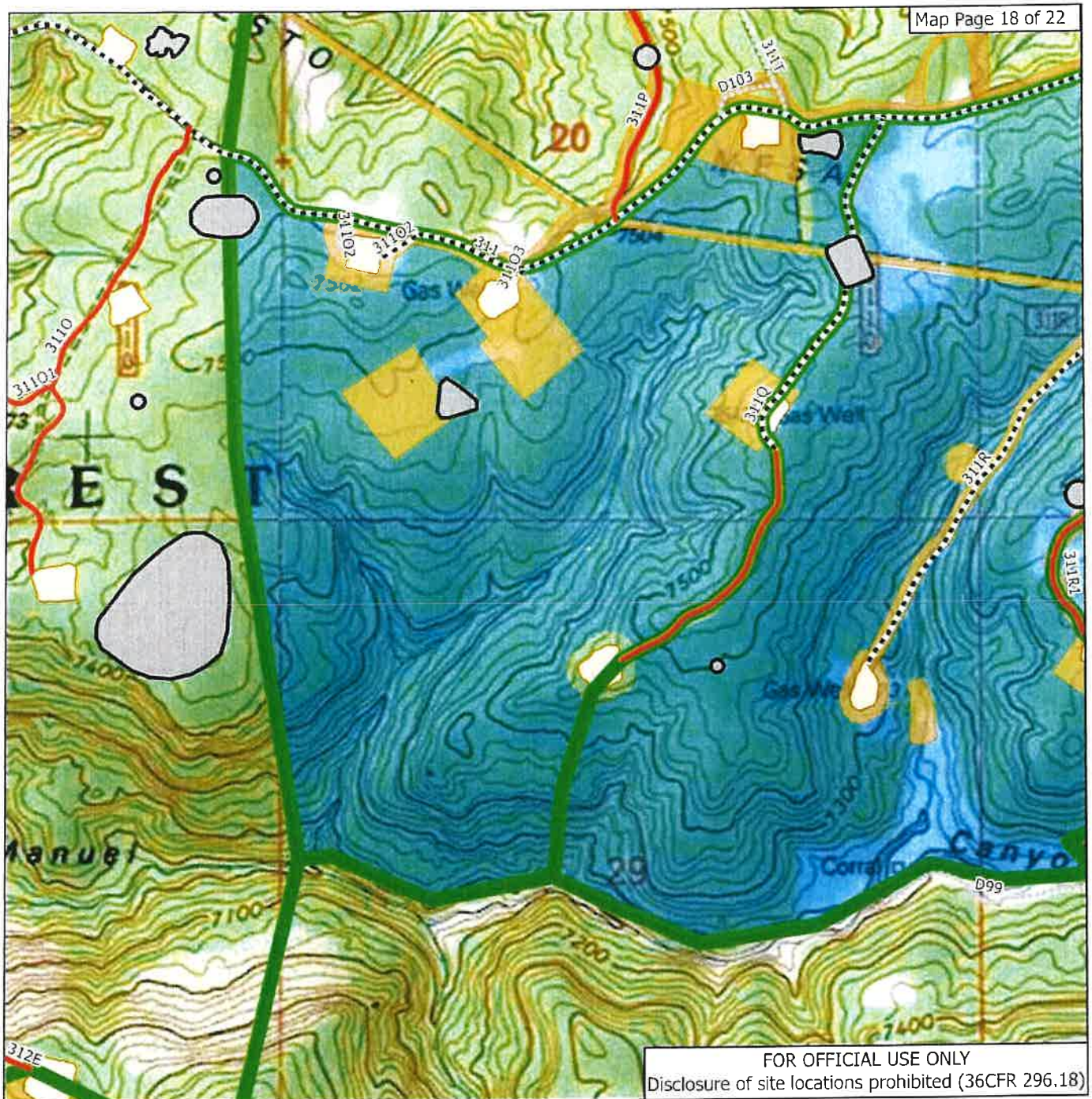
1:14,000
 NAD 1983, UTM Zone 13
 T30N, R4W, Sec. 20, 21, 29, and 28
 7.5' USGS Quad: Espinosa Ranch, NM
 Date: 06/26/2024 Author: R. Miller



0 0.15 0.3 0.45 0.6
 Miles

Legend

- | | |
|------------------------------|----------------------------|
| JWHIP Planning Units | Forest Roads |
| Natural Gas Well Pad | Open |
| Previous Cultural Surveys | Authorized Use (Gated) |
| Cultural Survey Area | Decommissioned |
| Cultural Sites to be Updated | Decommissioned Well Access |



Mestenas Unit 01 (352.69 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



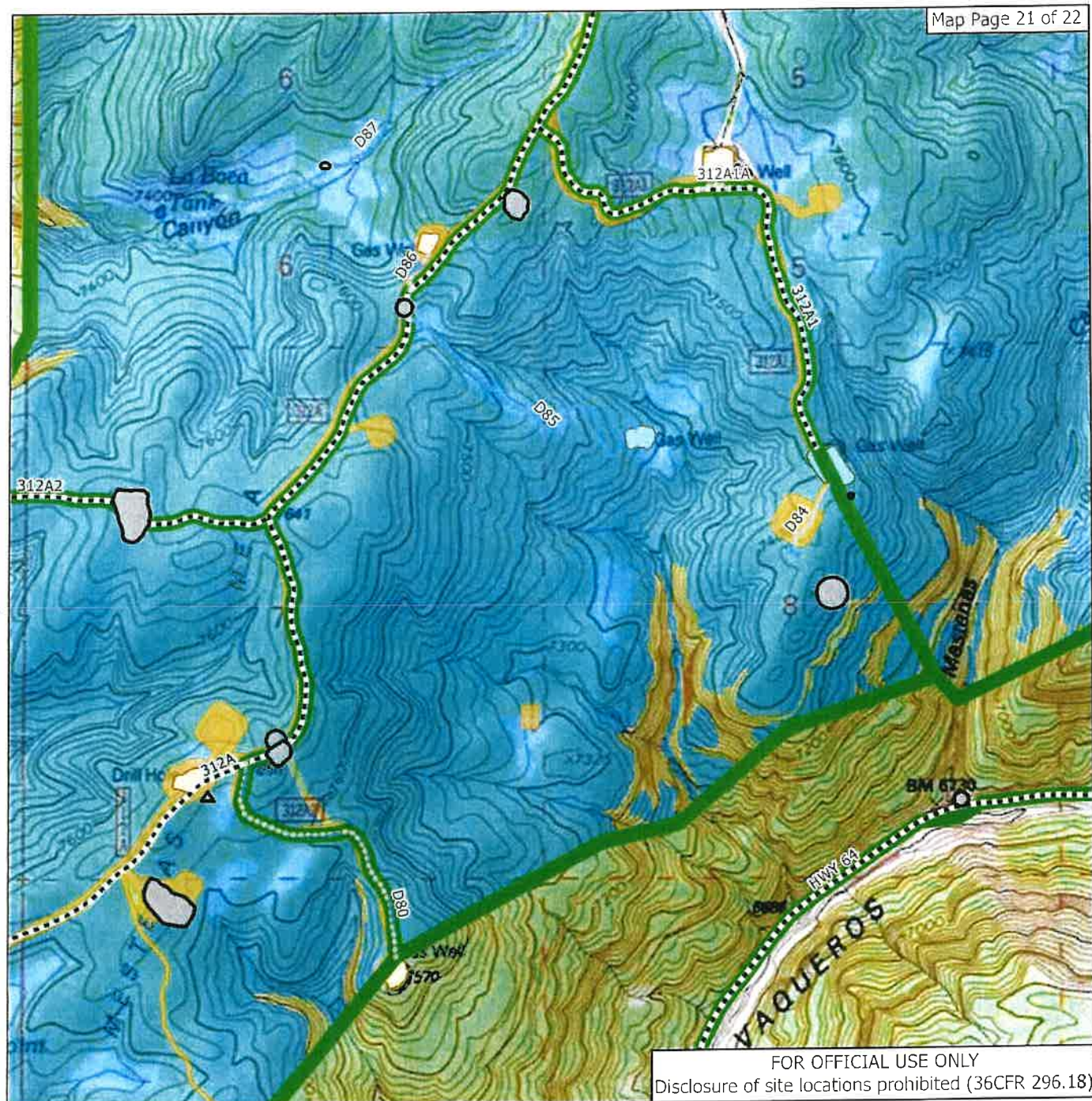
1:12,000
 NAD 1983, UTM Zone 13
 T30N, R4W, Sec. 19, 22, 30, and 29
 7.5' USGS Quad: Espinosa Ranch, NM
 Date: 06/26/2024 Author: R. Miller



0 0.1 0.2 0.3 0.4
 Miles

Legend

- | | |
|------------------------------|----------------------------|
| JWHIP Planning Units | Forest Roads |
| Natural Gas Well Pad | Open |
| Previous Cultural Surveys | Authorized Use (Gated) |
| Cultural Survey Area | Decommissioned |
| Cultural Sites to be Updated | Decommissioned Well Access |



Mestenas Unit 15 (659.46 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



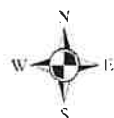
1:16,000

NAD 1983, UTM Zone 13

T29N, R4W, Sec. 6, 5, 7, 8, and 18

7.5' USGS Quad: Espinosa Ranch, NM & Gobernador, NM

Date: 06/26/2024 Author: R. Miller



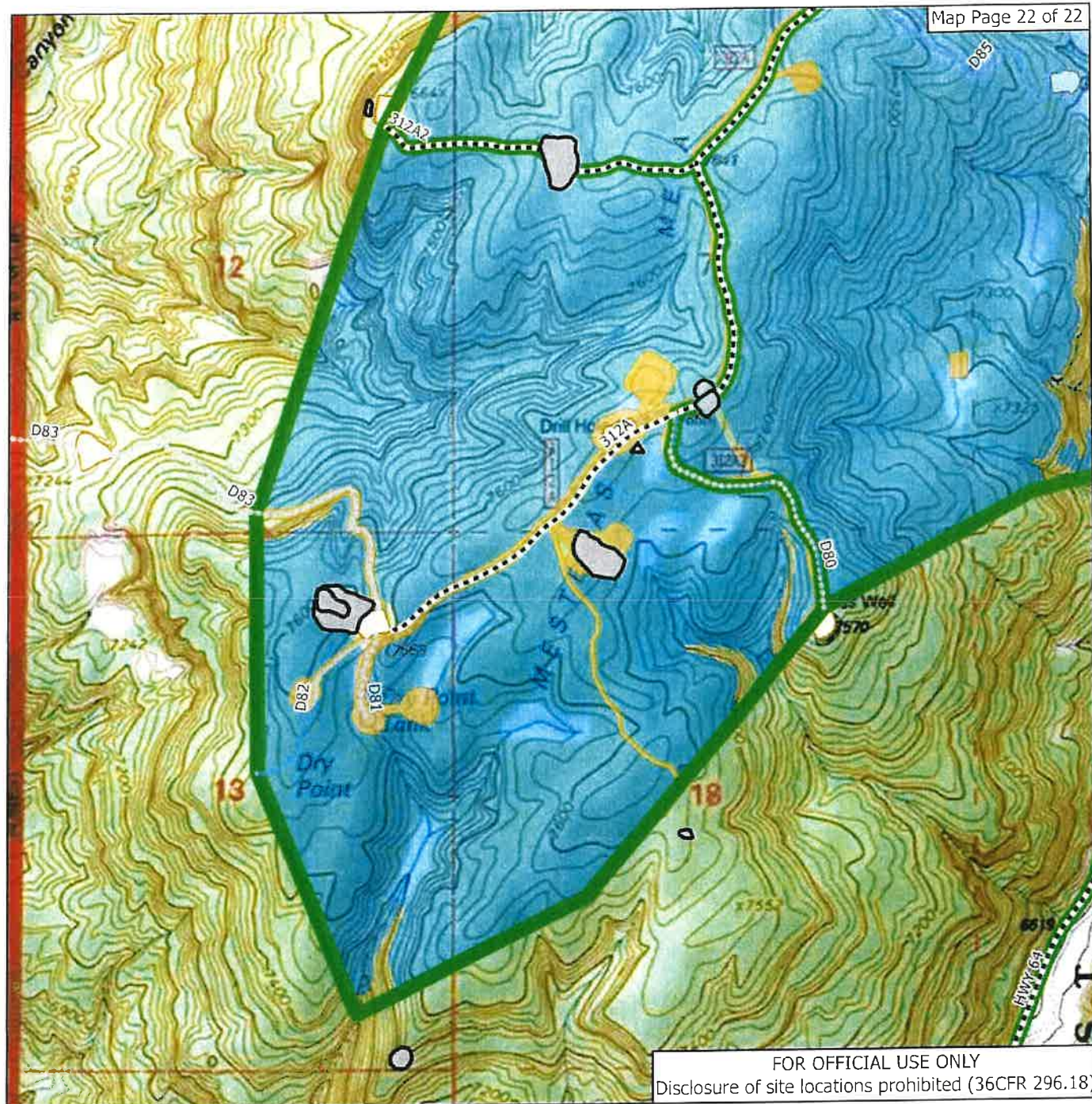
0 0.15 0.3 0.45 0.6
Miles

Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access



Mestenas Unit 14 (692.00 acres)
Jicarilla Wildlife Habitat Improvement Project (JWHIP)
Cultural Resource Survey, Phase 1



1:16,000

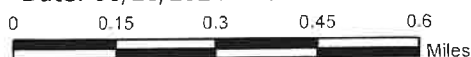
NAD 1983, UTM Zone 13

T29N, R4W, Sec. 7 and 18;

T29N, R5W, Sec. 12 and 13

7.5' USGS Quad: Gobernador, NM

Date: 06/26/2024 Author: R. Miller



Legend

- JWHIP Planning Units
- Natural Gas Well Pad
- Previous Cultural Surveys
- Cultural Survey Area
- Cultural Sites to be Updated

Forest Roads

- Open
- Authorized Use (Gated)
- Decommissioned
- Decommissioned Well Access

Attachment 5. Cultural Survey Areas Bid Form
Archaeological Survey for Jicarilla Wildlife Habitat Improvement Project, Phase 1

Cultural Survey Area Name	Priority Number	Survey Acres	Known Sites in Survey/Project Area (LA updates needed)	Price Per Acre	Total Bid Price
Carracas Unit 08	1	555.83	14		
Carracas Unit 07	2	427.77	7		
Carracas Unit 15	3	354.30	2		
Carracas Unit 13	4	248.40	2		
Mestenas Unit 06	5	406.30	5		
Mestenas Units 12 & 13	6	1335.95	10		
Mestenas Unit 11	7	702.66	3		
Mestenas Unit 15	8	659.46	3		
Mestenas Unit 14	9	692.00	4		
Carracas Unit 16	10	379.48	0		
Carracas Unit 25	11	110.37	1		
Carracas Unit 14	12	184.15	1		
Carracas Unit 26	13	141.30	4		
Carracas Unit 24	14	174.77	2		
Mestenas Unit 05	15	290.85	1		
Mestenas Unit 04	16	261.64	7		
Mestenas Unit 03	17	270.95	2		
Mestenas Unit 02	18	402.77	4		
Mestenas Unit 01	19	352.69	3		
Carracas Unit 05	20	584.80	9		
Carracas Unit 12	21	499.17	8		
TOTALS		9,035.61	92		

Mandatory Specifications Check List:

- ☐1. Acknowledgement of Receipt Form:
The Offeror's proposal must be accompanied by the Letter of Transmittal Form located in **Attachment 1**. The form must be completed and must be signed by the person authorized to obligate the company. Failure to provide a signed, unaltered form will result in Offeror's disqualification.
- ☐2. Campaign Contribution Disclosure Form:
The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. **Attachment 2**
This must be accomplished whether or not an applicable contribution has been made. Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.
- ☐3. Resident Business or Resident Veteran's Preference Certification:
In order to be considered eligible for either the Resident Business or Resident Veteran's Preference this form must be completed and submitted. **Attachment 3**
- ☐4. Debarment/Suspension Certification Form:
The Offeror must complete an unaltered Debarment/Suspension Form and submit a signed copy with the Offeror's proposal. **Attachment 6** Failure to complete and return the signed, unaltered form will result in Offeror's disqualification
- ☐5. Cultural Survey Areas Bid Form:
The offeror must complete a Cultural Survey Areas Bid Form **Attachment 5**
- ☐6. Scope of Work:
The offeror must provide a Scope of Work as specified in **Section I, 1.1, page 15 of the RFP**

Before signing this document, verify that the mandatory specifications have been checked and included in your firm's proposal.

Name of Firm

Date

Representative Signature