

**Little Green Valley Fen Class III Cultural Resource Survey
Statement of Work and Request for Proposals
Tonto National Forest, Arizona**

Background and Statement of Work: The National Forest Foundation (NFF) is partnering with the US Forest Service (Tonto National Forest, Payson Ranger District) to address restoration needs on 15 acres of wet meadow of the Little Green Valley Fen to restore wet meadow function and extend the perennial flow of Green Valley Creek. Fens are extremely rare and unique in Arizona. Little Green Valley is one of the largest fens (peat forming wetlands that receive recharge and nutrients almost exclusively from groundwater) in Arizona. According to a study by Northern Arizona University, the bottom layers of peat in the fen are approximately 2700 years old. A 20-foot-deep head cut advanced upstream hundreds of feet for many decades, creating significant gullies and eroding local soils. In 2021, the NFF obtained resources to fence the portion of the Fen on Forest land and provide a water source off the meadow to reduce ungulate and livestock pressure on the meadow. Additional phases of restoration are anticipated, with a feasibility study currently underway. Class III cultural resource surveys are required to comply with cultural resource laws associated with anticipated future restoration activities, including the 2004 First Amended Programmatic Agreement Regarding Historic Property Protection and Responsibilities among New Mexico Preservation Officer and Arizona State Historic Preservation Officer and Texas State Historic Preservation Officer and Oklahoma State Historic Preservation Officer and the Advisory Council on Historic Preservation and United States Department of Agriculture Forest Service Region 3.

The Little Green Valley Fen III Cultural Resource Survey area is located east of Payson, AZ on the Payson Ranger District of the Tonto National Forest within Green Valley Creek. The cultural survey areas include a total of 73 acres, encompassing two possible access road routes two miles in length and 300 feet wide. The general location is illustrated in attached maps, and shape files are provided.

It is expected that the selected contractor will conduct a pre-survey Class 1 literature review as held in the Tonto National Forest Supervisor's office, a map or maps of surveyed areas and cultural resources identified, inventories of identified cultural resources, and a textual report detailing the findings of a 100% pedestrian cultural resource survey of the proposed project area. The report shall incorporate literature review, archival and field information as warranted by the nature of the site(s) identified as a result of the pedestrian survey. See Appendix A for more details.

Information Requested

If interested in this project, please provide a bid for the above statement of work by providing approach, work experience, and cost. Please also include your capacity for this project and efficiency in 100% pedestrian Class III Cultural Resource Surveys in the past, if any.

This is a request for proposals only and bids furnished are not offers. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the bid or to contract for supplies or services.

General Specifications

- (a) Description of Work – This Request for Proposals is for restoration services related to the Little Green Valley Fen Class III Cultural Resource Survey, including the following:
1. The contractor will supply the necessary qualified personnel and facilities to conduct a non-disturbing cultural resource 100% pedestrian survey of the specified areas as defined by attached maps and shape files.
 2. 36 CFR Part 251 Subpart B requires a permit for archaeological investigations on National Forest System land. It is the responsibility of the contractor to obtain a permit prior to initiating any work on a National Forest. Contact Forest Service heritage staff for more information, including the type of permit needed.
 3. A total of 73 acres will be surveyed as part of this contract.
 4. Deliverables under this contract will include the following:
 - i. Draft of the Survey Report for review,
 - ii. Final Survey Report (two single-sided copies – one bound, one unbound),
 - iii. One complete printed set of site forms and associated maps,
 - iv. A CD and thumb drive of shapefiles containing a digital copy of all shapefiles, photographic records, site records, any other records or data produced as a result of the project, and final report(s), and
 - v. Any collected artifacts as stipulated in Appendix A.
 5. One unbound copy of the Final Survey Report (as described in Appendix A) and site cards will be due within 14 days after receipt of NFF and Forest Service comments and directions received regarding the Review Draft of the Survey Report.

The Contractor shall identify which they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

- (b) Project Location – The Fen is located east of Payson, AZ on the Payson Ranger District of the Tonto National Forest within Green Valley Creek (Appendix B).
- (c) Work Schedule – It is anticipated that a contractor will be selected between March 17 and March 31, 2023, pending the bid and review process. Upon execution of a final contract, a pre-work meeting will be scheduled with NFF and the US Forest Service. It is anticipated that within 2 weeks of contract execution, but no later than April 4, 2023, the selected contractor will begin field survey work. Within 30 days following the completion of the field survey work, the contractor shall submit one (1) copy of the Review Draft of the Survey Report. The NFF and Forest Service will return comments and directions to the contractor for use in the completion of the Final Survey Report.
- (d) Final and approved survey reports will be due December 31, 2023.

Pricing Schedule

Contractor shall price work according to the schedule below.

Description	Unit	Cost per Unit	Total
100% Class III Field Survey	73 Acres		
Reporting (draft, final draft, final report)	1 Total		
Total Bid			

Other Project Requirements and Specifications

- (a) Utilities – In many locations there will be no or limited sanitation, water, electrical or housing services available. The Contractor shall make its own arrangements for temporary facilities if needed.
- (b) Access – Access to the Little Green Valley Fen is via hiking cross country or via neighboring private landowner. Private land access must be coordinated with the Forest Service. The Fen is surrounded by a locked ungulate enclosure.
- (b) Specifications – Project work shall be accomplished in accordance with the following:
 - All pre-field and field research, laboratory analysis, and reports are to meet professional standards as determined through review by the Forest Service.
 - Minimum standards and specifications for cultural resource survey under the terms of this contract are defined in Appendix A: Survey Work Standards.

Contractor Qualifications

- (a) References – Please provide three references.
- (b) Past Experience – Please provide a brief explanation of previous work experience with land management agencies.

Insurance Requirements

Upon selection of the winning bid, chosen contractor will be asked to affirm that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The selected contractor shall also maintain broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with documentation evidencing such coverages.

Bid Submission

Submit bids via email to jdavis@nationalforests.org by March 17, 2023

Contractor Selection Process

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders between March 17

and March 31, 2023, and will prepare a separate contract document.

Point of Contact

For questions about the details of producing the bid, please contact:

Sasha Stortz
National Forest Foundation, Southwest Sr. Program Manager
928.961.0318

Evaluation Factors and Relative Importance

Level 3 Criteria

- Price / cost
- Equipment and contractor capability
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and USFS feedback

Level 2 Criteria

- Technical proposal / proposed approach to project
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

APPENDIX A

SURVEY WORK STANDARDS

All pre-field and field research and reports are to meet professional standards as determined through review by the Forest Service.

Minimum standards and specifications for cultural resource survey under the terms of this contract are as follows:

1. In order to identify previously inventoried sites, their locations and levels of previous coverage for the project area, archival research and a complete records search/review is to be conducted at the Tonto National Forest Supervisor's Office prior to commencing the field portion of the contract.
2. In order to ensure complete coverage of survey area, the contractor shall conform to U.S. Forest Service, Region 3 Standards, as described in Forest Service Handbook 2309.24, Chapter 10, Survey Standards. Surveyor should be spaced at intervals of no more than 15 meters (approximately 50 feet). Spacing should be reduced as warranted by vegetation and ground cover. Also, surveyors shall keep and record field notes describing terrain and vegetational features, cultural remains, observational problems, and procedures used to accommodate or compensate for them. Such field notes shall be submitted for review to the Forest Service upon request.
3. Identification and inventory of cultural resource sites shall conform to the definitions presented on Forest Service Handbook 2309.24, Chapter 10. Particular attention should be paid to identifying sites representing ritual activities (e.g., shrines), agricultural use (e.g., checkdams, terraces, cleared fields), and travel/trade (e.g., trails, cairns), to sites representing the historic period of exploration, settlement and communication (e.g., phone trees), and to sites relating to Proto/historic Native American use and occupation (Apache sites). Additionally, attention should be paid to identifying sites that have the potential for buried features and architecture (e.g., pithouses, burials) not evident from surface remains.
4. Site locations and survey/inventory areas shall be recorded in the field with recreation-grade or better Global Positioning System (GPS) units. Accuracy shall be five meters or less. GPS data files shall be submitted to the Forest and include metadata on the type of GPS unit used, accuracy, and process used for differential correction of the data (if any). The spatial files used to record site locations, survey/inventory areas, sample units, and other important spatial data shall be submitted to the Forest in the form of GIS digital files in a geodatabase format compatible with the Forest's GIS software (currently ESRI ArcGIS products). At a minimum, two separate digital files will be required for each project: one file will contain site locations (and if applicable, a separate one for isolated finds if needed to avoid confusion) as they relate to the overall project area boundary(s); the other will record the area surveyed and/or inventoried. All

GIS data shall be provided using NAD83 datum and projected using the Universal Transverse Mercator (UTM) system, using the appropriate UTM Zone 12 for the project area.

5. Each newly discovered cultural resource site shall be documented using appropriate forms provided to the contractor by the NFF and the Forest Service by the pre-work meeting. Isolated artifacts shall be described in field notes. Mapping and photographic standards for this documentation are as follows:
 - a. Each discovered or relocated cultural resource site shall be mapped at measured scales on separate sheets to allow for sufficient detail and precision to display the provenience of individual features, concentrations of cultural materials, areas of disturbance, and significant artifacts, such as ground stone (manos and/or metates), projectile points, obsidian, limited trade wares, jewelry, etc. Each map will include sketch topographic information with contour lines approximating intervals of no more than one (1) meter. These maps will address sites in their entirety, even when they extend beyond the project area and shall include depictions of all visible features, delineation of boundaries of cultural material, concentrations of cultural materials, and areas of disturbance with keys and legends as appropriate to describe any graphic conventions used in the depictions. The documentation for these sites shall also include measures of artifact densities by type, dimensions and volumetric estimates for any disturbed areas. All maps will have a north arrow, scale, date of map, name of mapper(s), and the datum in NAD83 marked on the map. Measurements of prehistoric sites are to be shown in meters, and measurements of historic sites and elevation are to be shown in feet. If phone trees are located within survey boundaries, they shall be identified by a unique number (i.e. PH1, PH2, etc.) a GPS point will be taken, and a topographic map(s) providing their location will be part of the final deliverable.
 - b. Each discovered cultural resource site will be digitally photographed, with resolutions minimally 5 megabyte and photographs should be submitted on a project specific DVD. As many photographs as are necessary to clearly depict the condition of each site and the features present should be taken. At least one photograph shall show the physical environment and configuration of the land making up the site. Photographs should also illustrate surface evidence of features and site disturbance. Photographs of phone trees may be limited to a representative sample but will include photographs of all such trees which have died, whether standing or not, with associated identifications as to tree number and UTM location.
 - c. Each discovered cultural resource site boundary will be mapped using GPS for inclusion in the Forest Service databases. Accuracy of GPS readings shall be five meters or less. Sites must be submitted as polygons. Prior to fieldwork, the contractor and the Forest shall discuss specific requirements regarding the recordation of linear sites. These features may be recorded either as lines or polygons and Forest preferences may differ from project to project. Examples of potential linear sites include roads, railroad lines, utility lines, flumes, or irrigation ditches, but is not limited to these site types.

- d. The original preliminary documentation (i.e., draft report, inventory forms, phone tree forms, field maps, field notes, maps and digital photographs) will be conveyed via email to the Forest Service for review upon completion of fieldwork. Digital files of all GPS and GIS data will be provided to the Forest Service in the format as noted under Item #4 above.
6. Recordation/treatment of artifacts shall be guided as follows:
 - a. Collection is not encouraged. In the instance that a “rare find” (complete jewelry, whole or nearly whole ceramic vessels, etc.) occurs, the contractor should contact the Tonto National Forest Archaeologist.
 - b. The contractor should expect to encounter a wide variety of plain and redware ceramics from various parts of central Arizona, including several indigenous to the project area itself, as well as a variety of decorated ceramics, principally from northern and eastern Arizona. The contract holder shall wherever possible identify ceramics discovered in the project area as to type, or at least to ware. Otherwise, identifications should be descriptive, providing information as to clay type, tempering materials, manufacturing method, surface finish, and color. The typological reference for these identifications shall be the *Checklist of Pottery Types: Tonto National Forest* (Tonto National Forest Cultural Resource Inventory Report 87-01) and the Museum of Northern Arizona’s *Pottery Types of the Southwest Ceramic Series*. Any identification of ceramic wares, types, or varieties in either system shall be provided with a cross-reference and comparative description so that the study will remain compatible with previous research.
 - c. The contractor should also expect to encounter flaked and ground stone artifacts manufactured from a wide variety of lithic materials. At a minimum, inventory forms should include identifications of raw material types and apparent functional/typological classes as called for on the form. The range of chert colors/types encountered on a site should be noted. Particular attention should be paid to the identification of ground stone items as referenced to some specified typological system e.g., *Manual for a Technological Approach to Ground Stone Analysis* (J. L. Adams, 1996, Center for Desert Archaeology, Tucson).
 7. The contractor shall field inspect all previously identified sites within the survey areas. Any sites that were not adequately recorded or have changed condition shall be rerecorded, excluding sites already formally determined ineligible. At a minimum, all previously recorded site boundaries will be GPS’d.

OWNERSHIP OF CULTURAL RESOURCES

Cultural resources located on National Forest Service lands remain the property of the United States.

All site records and information resulting from the activities carried out under this contract are, and remain, the property of the United States Government and shall be accessible for inspection by the Forest Supervisor or his representative at any time throughout the duration of any project carried out under this contract. Upon abandonment, termination, revocation, or cancellation of this contract, the contractor shall, within a reasonable time, as prescribed by the authorized officer, remove to the Forest Supervisor all archaeological, paleontological, and historic artifacts and resources collected from National Forest System Lands, including all site records and information resulting from the activities carried out under this contract. Curation of all artifacts and project records shall be by the Forest Service. Transfer of these materials shall be accomplished in conjunction with the submission of the Final report deliverables.

TREATMENT OF HUMAN REMAINS

If during the implementation of the contract there is a discovery of human remains, associated funerary objects, sacred objects, objects of cultural patrimony, objects of tribal patrimony, or formal non-human burials, all activities within 100 feet of the discovery will cease, the area will be protected to ensure the find is safe, and the contract representative for the NFF and the Tonto National Forest Archaeologist must be contacted within 12 hours of the discovery. Tribal consultation will be initiated by the Tonto National Forest within 72 hours of notification, then a NAGPRA Plan of Action (PoA) regarding the treatment and disposition of any human remains, funerary objects, sacred objects, objects of cultural patrimony, objects of tribal patrimony, or formal non-human burials will be developed by the Tonto National Forest in consultation with tribes. Activities will resume around the protected area after the Tonto National Forest Archaeologist has indicated that all consultation and activities associated with the PoA have been completed.

FINAL REPORTS

The Final Report shall, in form and content, conform to recognized professional standards applicable to such reports. The Final report shall be computer generated and printed and contained in a durable cover with an identifying label on the face thereof. One unbound copy and a digital copy will be submitted to the Tonto National Forest. The paper shall be good grade bond of size 8 ½ by 11 inches. All pages shall be numbered consecutively, including all figures and other exhibits, and each important heading shall be shown in the Table of Contents. Folded sheets (e.g., maps, graphs, etc.) should be folded so as to equal the standard page size and/or be tipped in or included in an envelope affixed to the inside back cover. All photographs, if any, shall be incorporated as follows: photographs delineating site components (e.g., features) shall be incorporated with the discussion of the site to serve as an illustration; photographs of sites which were taken as stipulated above but not used shall be included as part of the deliverables on a CD; photographs of all collected artifacts, if any, shall be included as part of an appendix at the back of the report for IOs or included with the site description if recovered from a site. All measurements in the discussion, on site maps and in appropriate photographs should be given in metric systems, unless specific to a Euroamerican historic site. Project maps showing site locations and configurations (new and previously recorded) and maps showing the location of isolated finds are to be included as an appendix. A list of all sites inventoried and/or reinventoried within the project area will also be included at the end of the report abstract which lists the site, a brief description (site type is find), National Register Eligibility and/or recommended eligibility for

newly recorded sites, legal location and UTM locations. No legal or UTM locations are to be included as part of the site description in the body of the report.

FINAL REPORT

While no categories of information shall be considered excluded by these specifications and no rigid format is required, at a minimum, the survey report shall contain at least the following information:

1. *Title Page*, including author's name, principal investigator's name, contractor corporate identification, and date of submission.
2. *Table of Contents*, arranged according to the sequence of topical headings with corresponding page numbers.
3. *Abstract and Management Summary* containing a brief synopsis of the report's contents, findings, and recommendations.
4. *Introduction* identifying the nature and location of the study, its goals, and theoretical orientations (if appropriate).
5. *Investigative Methods*. A detailed description of the project methodology, including each procedure used, types of data generated, and methods of analysis. The section will include the field research and archival research methodologies and define terminology. Sources consulted should be described, including historic GLO maps and other historic sources. Identify all investigative methods used, including both field tactics and archival research, as appropriate. If appropriate, identify problems encountered in undertaking the work and steps taken to resolve them. Identify the personnel employed and their roles in the study. For tasks involving archaeological survey, include the project area in acres, number of acres surveyed/resurveyed, field tactics, dates of fieldwork, crew spacing on transects, and any difficulties in observation.
6. *Analytical Methods*. As appropriate, describe specific descriptions of all field and/or laboratory and/or other techniques used to analyze data. Identify the sources of all typological studies on which the analysis was based. Typological references for ceramic identifications shall be the *Checklist of Pottery Types: Tonto National Forest* (Tonto NF Cultural Resources Inventory Report 87-01) and the Museum of Northern Arizona's *Pottery Types of the Southwest Ceramic Series*. Any identification of ceramic wares, types, or varieties in either system shall be provided with a cross-reference and comparative description so that the study will remain compatible with previous research.
7. *Environmental Background*. As appropriate, briefly discuss past and present environmental factors affecting the study or study area, including geographic features, climatic changes, hydrological history, and changes in vegetation and faunal patterns over time.
8. *Archaeological Survey Reports* should also include verbal descriptions of all inventoried sites, to be discussed in terms of type, estimated age, size, artifact assemblage with estimates, architecture and other features, setting, fire-sensitivity and any other pertinent

information. Eligibility recommendations must include the NRHP significance criteria for which the site is being recommended, the justification for this assessment, and a discussion of the site in regard to characteristics of integrity. Each inventoried site shall be discussed individually. The site descriptions will be accompanied by a table as an appendix summarizing their descriptive and classificatory characteristics, legal location and UTMs and **not** included as part of the individual site discussion. Legal descriptions should be projected where they are not present on the USGS maps. UTM coordinates shall include a central point. In addition, each site description shall identify the USGS map on which it is plotted. Finally, each site description shall be accompanied by a site map or plan. These shall be drafted versions of maps drawn in the field or downloaded from GPS coordinates and shall include appropriate all features, distinct/unusual artifacts, datum location, point provenience of any collected artifacts, roads/fences, captions, north arrow, and scale in meters and elevation in feet.

9. *Maps and Photographs.* Maps and photographs shall all be clearly labeled. All reports shall include a vicinity map based on the 1/2"=1 mile scale National Forest map(s) and a project area map(s) showing the locations of all survey unit(s) and any previous survey(s) based on the 1:24,000 scale USGS Topographic Quadrangles (or such other similar scale maps as may be provided by the COR). No maps with site locations should be included in the main body of the report. Maps depicting the site and isolated finds should be included in the appendices of the report. Larger scale maps may also be used in addition to those at the 1:24,000 scale if needed to better display isolated find locations.
10. *References Cited/Annotated Bibliography.* This section will include both the specific research materials referenced in the report(s) and any additional published and unpublished sources that relate to the study area or project findings.
11. *Appendices,* as necessary, to include at a minimum a Table detailing locational information for each site, all photographs of artifacts not incorporated in site descriptions, project area maps delineating previous surveys, site locations, and isolated find locations. Additional information as appropriate could include lists of consultants and informants, additional maps, relevant historical summaries, annotated bibliographic citations, etc.

APPENDIX B: Map

Little Green Valley Fen

