EXHIBIT “A”, SCOPE OF SERVICES

RFP-DOT-12/13-6132DS

TO PROVIDE DISTRICT-WIDE CULTURAL RESOURCE ASSESSMENT SURVEYS AND A BROAD RANGE OF RELATED WORK NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) COMPLIANCE SERVICES FOR THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT).

PROJECT/PROPOSAL NUMBER: RFP-DOT-12/13-6132DS
FINANCIAL PROJECT NUMBER: 250635-1-22-03
BACKGROUND

The Florida Department of Transportation (FDOT), hereinafter referred to as the DEPARTMENT, is committed to managing the cultural resources of Florida, both prehistoric and historic, that are potentially impacted by DEPARTMENT activities. Cultural resources include, but are not limited to, prehistoric and historic archeological sites of human occupation or burial and historic structures generally fifty years of age or older such as houses, buildings, or bridges.

The DEPARTMENT’s cultural resources program is first concerned with identifying all cultural resources potentially affected by a transportation project. The DEPARTMENT currently contracts for archaeological and historical cultural resources surveys to identify such resources. The surveys range from simple reconnaissance surveys to intensive surveys requiring subsurface testing in the form of test pits or excavation units, and/or extensive historic research such as detailed review of both primary and secondary source materials as well as resident and informant interviews. Cultural resources identified during these surveys are then assessed in terms of their significance, that is, eligibility for listing in the National Register of Historic Places (NRHP). This assessment is made in consultation with the Federal Highway Administration (FHWA) and the Historic Compliance Review Section of the Division of Historical Resources (DHR), Department of State. Other agencies and organizations may also be involved in the assessment of a resource’s significance.

The FHWA and the DEPARTMENT, in consultation with the State Historic Preservation Officer (SHPO), then determine the potential effects of the proposed transportation project on any cultural resources identified as significant. The Advisory Council of Historic Preservation (ACHP), Washington D.C., may also participate in this process. If a potential adverse effect on a significant cultural resource is identified, an attempt is made to avoid this effect or to mitigate its impacts. Mitigation measures may, for example, involve changes in project parameters, the excavation and documentation of aboriginal sites, or the documentation of historic structures. Avoidance or mitigation measures also involve consultation between the DEPARTMENT, FHWA, representatives of the SHPO, the ACHP, the Tribal Historic Preservation Officer (THPO) and other Native American representatives, and other agencies and organizations. Finally, all stages of this process are supported by complete documentation.

PURPOSE AND OBJECTIVES

The DEPARTMENT commits to its Cultural Resource Management Program to comply with the provisions of the National Historic Preservation Act (NHPA) of 1966 (Public Law 89-665, as amended) and the implementing regulations (36 CFR 800), the provisions contained in Chapter 267, Florida Statutes, and any other regulations, procedures and policies addressing the treatment of historic properties which include, but are not limited to, the following:

- National Environmental Policy Act (NEPA) of 1969 (Public Law 91-190)
- Department of Transportation Act (DOTA) of 1966 (Public Law 89-670)
- Executive Order 11593, Protection and Enhancement of the Cultural Environment
- Executive Order 13175, Consultation and Coordination With Indian Tribal Governments
The DEPARTMENT’s District Six (comprising of Miami-Dade and Monroe Counties) objective is to obtain a CONSULTANT to perform a broad range of Cultural Resource Assessment (CRA) and NEPA compliance services in accordance with the DEPARTMENT’s Cultural Resource Management Program. Services will be provided on an as-needed basis for program development purposes and/or for response to situations requiring resources assessment and/or mitigation either prior to or during the planning, development, construction or maintenance of transportation projects.

The purpose of the CRA services is to locate, identify and bound any cultural resources, prehistoric or historic, associated with DEPARTMENT projects and assess their significance in terms of eligibility for listing on the NRHP (according to the criteria set forth in 36 CFR Section 60.4). Additional services may include, but are not limited to, the following activities:

- Impact assessment of FDOT projects as they relate to cultural resources, and the development of recommendations for avoidance or mitigation.
- Phase I, II, and III archeological surveys and evaluations.
- Photographic or other architectural documentation measures for evaluation of historic structures including bridges, districts, and linear resources.
- Cultural Resources Management (CRM) mitigation actions, including excavation.
- Completion of Master Site File forms, as required.
- Archaeological monitoring during road construction.
- Evaluation, coordination and documentation of potential Section 4(f) impacts to historical and archaeological resources.
- Any other Cultural Resource Assessment service that may be requested by the DEPARTMENT.
- Environmental impact reviews on minor transportation improvement projects, and in-house general support related to the DEPARTMENT’S Work Program.
- Production tracking of the DEPARTMENT’s Work Program as it relates to Cultural Resource Assessments of FDOT projects.

All work conducted under this contract will be coordinated with and supervised by the District Six Cultural Resources Coordinator. The DEPARTMENT will provide contract administration, management services and technical reviews of all work associated with development and preparation of the cultural resource assessment surveys and reports. The DEPARTMENT will also provide coordination with the FHWA and the Florida Department of State, DHR. All services must conform to the DEPARTMENT latest version of standards and specifications.

SERVICES TO BE PERFORMED

The CONSULTANT will provide any of the following services contained herein, if and when required by the DEPARTMENT:
1. Cultural Resource Assessment (CRA) Surveys:
   The CONSULTANT will accomplish the following work elements in the completion of CRA surveys:

   **A. Conduct a Literature Review and Background Research**

   Archaeological and historical resource documentation pertinent to the project area will be identified and reviewed to determine the types of cultural resources present, their chronological associations, locational patterning, and other relevant findings. Such documentation will include, but not be limited to, Cultural Resource Survey Reports, Comprehensive Plan Studies, published books and journal articles, the National Register of Historic Places, the Florida Master Site File, and any county or local site inventory. This review will also include, when possible, information gathered from other professionals in pertinent disciplines, vocational archaeologists and historians, and local residents of the project area in question.

   **B. Prepare Archaeological, Historical, and Environmental Overviews of the Project Area**

   1) **Archaeological Overview**: A summary of the area’s prehistoric and historic archaeology will be prepared based on the findings of the literature review and other background research. The overview will identify the chronological, functional, and locational dimensions of the project area’s archaeological record, as well as provide a basis to partition the project area into ranked zones of archaeological site occurrence potential, to analyze recovered cultural data and to evaluate the significance of archaeological sites occurring in the project area.

   2) **Historical overview**: an overview of the history of the project area will be prepared based on the findings of the literature review and other background research. The overview will identify the significant events, locations, structures and individuals associated with the development of the project area. Particular attention should be paid to land use patterns and the historical environment. The potential for historical archaeological sites should also be addressed. The overview should provide a basis for evaluating the significance of both historical and architectural/historical resources occurring in the project area.

   3) **Environmental Overview**: An overview of the project area’s salient features will be prepared to include a description of the area’s topography, geology, hydrology, pedology, and vegetative associations. The description should include a discussion of past and present environmental configurations in terms of relationships to the occurrence of cultural resources.

   **C. Conduct a Field Survey of the Project Area**

   A cultural resources field assessment Survey of the project area will be conducted. The survey will use both surface and subsurface testing techniques to locate, identify, and evaluate the significance of cultural resources occurring in the project area. The intensity of field-testing will be keyed to ranked probability zones (high, medium, low) of possible cultural resource occurrence based on paleo-environmental data, the occurrence of known sites, historic development, land use patterns and other pertinent information. Subsurface testing in these ranked zones will adhere to standards set forth in the guidelines promulgated by the Florida Division of Historic Resources (see “the Historic
Preservation Compliance Review Program Manual” as revised). Testing in areas of high site probability should proceed at approximately 25 meter intervals and in areas of moderate potential at approximately 50 meter intervals. Testing in low probability areas should generally proceed on a judgmental basis with at least ten percent of such areas subject to testing. Judgmental testing should also be completed in areas of high and moderate site potential as appropriate.

Subsurface tests will typically be 0.5 meters in diameter and dug to a minimum, subsurface conditions permitting, of one meter. All spoil from excavated tests should be sifted through ¼-inch metal hardware cloth. Any cultural materials recovered from either surface or subsurface testing will be stored in plastic bags and properly labeled by its source. Any organic materials recovered in testing such as faunal and floral materials will be stabilized, if necessary, and preserved for future analysis.

In order to identify historic or archaeological resources, a reconnaissance survey of the standing structures along the project corridor shall be undertaken. As part of this effort, the CONSULTANT will inspect all structures along the project corridor in order to properly evaluate the historical or architectural significance of each property. When appropriate, informant interviews should be conducted concerning any potential cultural resources identified. In addition, any necessary primary and secondary source research will be conducted in order to supplement the background research which includes local information, materials kept by the Department of State in Tallahassee and elsewhere, and any other regional, state or Federal repositories.

In the event that historic structures are encountered on a survey, each site will be properly mapped and photographed. This will include a topographic and a street map with the location of the structure(s) indicated. It should also include a sketch map showing the prominent resources on the property and black and white photographs of the sites integral features (i.e. main façade, formal entrances). Also, the estimated date of construction and architectural style should be determined. The structure’s architectural-historical significance must be evaluated, when possible, and the principle personages involved in its construction identified (i.e. architect, builder, etc.). In addition, archaeological subsurface testing will be conducted using approved methods in an attempt to detect any subsurface artifacts or features associated with the historical structure.

**Documentation:** A Florida Master Site File form will be completed on every prehistoric or historic cultural resource identified in the assessment survey. A NRHP Determination of Eligibility (DOE) package will be completed on each prehistoric and historic cultural resource considered to be a significant resource according to criteria established by law (see Federal Register, CFR No. 18, Vol. 39, Part 111, pp. 3369-3370 and Chapter 5, Section 2 of the FDOT Cultural Resource Management Handbook). In the case of historic resources, specifically historic structures and related features, the DOE package will include a NRHP Registration Form with accompanying documentation. Maps, drawings, and photographs should be used, as appropriate, in the documentation of the cultural resources addressed in the assessment process. Field notes documenting the progress of the assessment survey should be maintained.

These notes should include the type, number of tests conducted, a brief description of artifacts or features encountered in testing, soils information, and other information pertinent to the assessment survey. All subsurface tests and areas of surface examination should be clearly marked on aerial photographs of the project area provided.
D. Process, Analyze, and Catalogue Recovered Cultural Materials

Laboratory processing will consist of artifact cleaning, stabilization (if required), packaging, and storage. Laboratory analysis will consist of the morphological and functional (if possible) classification of artifacts and if diagnostic, the establishment of their cultural/temporal affiliations. Proper and detailed documentation of artifact provenance, number, type, and description will be maintained. Artifacts will eventually be transferred to the FDOT by the CONSULTANT pending a decision on their final disposition.

E. Prepare Report Documenting the Results of the Cultural Resource Assessment

A draft report presenting the methods, findings, evaluation, and recommendations of the CRAS of the entire project will be prepared and submitted to the Cultural Resource Contract Manager for review and comments. The report is to be prepared as to conform to the standards set forth in FDOT’s Project Development and Environment Manual (PD&E - Part 2, Chapter 12, as revised) as well as to the standards embodied on the Florida Division of Historical Resources “Historic Preservation Compliance Review Program Manual” (as revised). The draft report will also contain copies of the Master Site File forms and any applicable DOE forms, along with a Survey Log Sheet. Following the review of the draft document and receipt of FDOT comments, a final report will be submitted to FDOT within a timeframe negotiated by FDOT and the CONSULTANT, not to exceed two (2) weeks. In addition to the final report on the project, the CONSULTANT will provide monthly status reports to FDOT documenting the progress of the Cultural Resource Assessment. These reports will include information on survey findings, scheduling, potential problems, and other information considered pertinent.

2. Prepare Case Study Report

The CONSULTANT will prepare a report documenting the potential effects of a transportation project on a cultural resource determined to be significant by FHWA in consultation with SHPO. The Case Study Report should be written in accordance with pertinent specifications in the DEPARTMENT PD&E Manual, Part 2, Chapter 12 (latest version), FDOT Cultural Resources Management Handbook (latest version), and in informational documents produced by the DEPARTMENT’S Central Environmental Management Office (CEMO).

3. Prepare Memorandum of Agreement or Memorandum of Understanding

The CONSULTANT will prepare a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) and associated documents specifying measures to be undertaken to mitigate the effects of a transportation project on a significant cultural resource. The MOA or MOU should be prepared in accordance with pertinent specifications in the DEPARTMENT’S PD&E Manual, Part 2, Chapter 12 (latest version), Cultural Resources Management Handbook (latest version), the Advisory Council on Historic Preservation (ACHP) publication “Preparing Agreement Documents” (issued September 1989), and any guidelines produced by the Florida DHR/SHPO, as directed by the DEPARTMENT.
4. Excavations of Prehistoric or Archaeological Resources

The CONSULTANT will conduct excavations of prehistoric or historic archaeological resources to mitigate adverse effects to such resources resulting from transportation projects, in accordance with pertinent specifications in the latest version of the DEPARTMENT’S Cultural Resources Management Handbook. The CONSULTANT shall perform all operations necessary to accomplish salvage excavation of the resource: excavate; process, analyze, and catalogue recovered materials; accession such materials for storage in a curation facility; and prepare draft and final reports documenting the results of the excavation and analysis.

a. The CONSULTANT will develop a research design or data recovery plan for the excavation prior to the initiation of field work. The research design will be submitted to the DEPARTMENT for review and approval prior to beginning work.

b. The excavation shall be complete and sufficient to meet the requirements of the MOA/MOU or any other regulatory document governing mitigation of the resource.

c. The draft report will be provided with all appropriate documentation concerning the excavation and analysis of materials. Following review and comment on this report by the DEPARTMENT and/or FHWA, the CONSULTANT will provide a final report within twenty (20) working days of receipt of the returned draft copy.

5. Mitigation Measures for Significant Historical/Cultural Resources

Document (and perform, if appropriate) mitigation measures with regard to significant historical cultural resources such as houses, buildings, or bridges occurring individually or as Historic Districts.

a. The mitigation measures and their documentation shall be complete and sufficient to meet the requirements of the MOA/MOU and any other regulatory document governing mitigation of the resource. These will usually include, but are not limited to, the specifications of the Historic American Building Survey (HABS), the Historic American Engineering Record (HAER), or the U.S. Secretary of the Interior’s Standards for mitigation-related work.

b. Large-format photography and archival documentation: The U.S. Secretary of the Interior’s Standards and Guidelines for Architectural and Engineering Documentation define the products acceptable for inclusion in the Heritage Documentation Programs (HABS/HAER/Historic American Landscapes Survey [HALS]), and the Federal Register Volume 68, No. 139 of 2003 outlines the specific content required for each level of documentation, including Level I through Level III. The HABS/HAER/HALS includes drawings on archival quality paper such as ink or mylar. These drawings will range from very detailed measured drawings, to copies of existing plans, or simple sketch plans. Large-format photographs are required as part of each level of documentation and the photographs must be taken with a large-format camera and meet the established photographic standards. Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure, object, or landscape. Each view shall be perspective-corrected, and photographs will be processed and stored according to archival standards; negatives on safety film only; prints on fiber paper, such as AZO paper; no resin-coated paper. Written history and description for Levels I and II shall be based on primary sources to the greatest extent
possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitation of the sources shall be included. Statements shall be footnoted as to their sources, where appropriate, within the written history. Oftentimes, this documentation is stored at the SHPO/DHR archives and appropriate local repositories, but if necessary the information is also sent to the Library of Congress. Draft documentation related to mitigation of historic resources will be submitted to the DEPARTMENT in a report format. Following review and comment on this report by the DEPARTMENT, SHPO and/or FHWA, the CONSULTANT will provide a final report within twenty (20) working days of receipt of the returned draft copy.

6. **Mitigation Measures for Significant Historical/Cultural Resources**

Prepare and process cultural materials such as artifacts and documents obtained from cultural resource surveys and/or mitigation measures in accordance with Federal curation standards set forth in 36 CFR Part 79, and with standards and procedures promulgated by the Florida DHR.

7. **Emergency Discovery**

The CONSULTANT should respond within 24 hours upon notification to the DEPARTMENT’s needs for assessment, survey, and/or mitigation in an Emergency Discovery situation. The CONSULTANT may be required to complete a field review within seven (7) calendar days of the notification or as directed by the DEPARTMENT.

The CONSULTANT shall immediately notify the DEPARTMENT’s District Cultural Resources Coordinator in the event an emergency discovery occurs during execution of their duties.

8. **Meetings**

The CONSULTANT will be required to meet in person with the District Cultural Resources Coordinator, either at the District Headquarters or at the project site location, as often as the District Cultural Resources Coordinator deems necessary, to ensure the timely and successful completion of work on a project. The CONSULTANT will be required to meet in person with the DEPARTMENT, FHWA, DHR, local Historic Preservation Boards, Tribal governments, and any other Federal, State or local agency or municipality, Non-Governmental Organization (NGO) and/or the public, on an “as-needed” basis.

9. **Section 4(f) Support**

The CONSULTANT will be required to provide recommendations, support, coordination and document development regarding properties/sites that may be regulated under Section 4(f) of the Department of Transportation Act.

10. **Section 106 Compliance**

The CONSULTANT will assist in the Section 106 Compliance Process (NHPA of 1966, as amended), as directed by the DEPARTMENT, including consultation with the SHPO and the Historic Compliance Review Section of the DHR, the ACHP, the FHWA, the THPO, and other interested parties.
11. Native American Coordination

The CONSULTANT will assist the DEPARTMENT with issues related to Native American coordination as directed.

12. Cultural Resource Assessment Program Support

The CONSULTANT shall assist the DEPARTMENT with preparation for and completion of Quality Assurance/Quality Control Reviews (QAR) conducted by the FDOT Central Environmental Management Office (CMO), the FHWA or other entity. Services may include, but not be limited to, gathering, consolidating, reviewing and summarizing project materials, responding to QAR review questions, and post-QAR follow-up tasks.

13. Professional Training

The CONSULTANT will provide professional training or instructions in cultural resources management theory, methods, and techniques as needed and requested by the DEPARTMENT.

14. Efficient Transportation Decision Making Process

The CONSULTANT will participate in the Efficient Transportation Decision Making (ETDM) process, project review, coordination and data management as needed by the ETDM Coordinator. The CONSULTANT will utilize Geographic Information System (GIS) for ETDM and other project evaluations, as directed by the DEPARTMENT and assist the DEPARTMENT’S GIS Coordinator with GIS-related updates.

15. Expert Witness in Legal Proceedings

The CONSULTANT will serve as an expert witness in legal proceedings if required by the DEPARTMENT.

16. Work Program Support

The CONSULTANT over the life of the contract shall be required to provide part time in-house staffing at the District Six headquarters as needed by the DEPARTMENT to support the Intermodal Planning System (ISP) Office work efforts. Specific procedural guidance will be provided by the DEPARTMENT upon assignment of each task. All services must conform to any current federal, state, and local laws, procedures, standards, and guidelines. The CONSULTANT will provide support for the following:

A. Conducting Environmental Impact Reviews. This will include, but is not limited to:

1) Reviewing plans for cultural resource impacts or effects at each submittal phase for major and minor projects in FDOT’s Work Program, including projects submitted by local municipalities as part of the Local Agency Program (LAP).

2) Electronic systems updates such as inputting comments into the DEPARTMENT’S Electronic Review Comments (ERC) program, updating DEPARTMENT’S Project
Suite system with schedules and timeframes, commenting on the Environmental Tracking System (ETS), and updating the PrimaVera program.

3) Completing CRAS updates as part of NEPA Reevaluations on previously completed PD&E studies that are advancing through the design phase.

B. Providing office support related to Work Program activities including, but not limited to, project document and correspondence filing, scanning, and document formatting/preparation.

C. Develop and/or update informational manuals to be utilized by DEPARTMENT’S staff, Design Consultants, Construction staff, or CONSULTANT to facilitate the DEPARTMENT’s projects and processes. The CONSULTANT will, as directed, present the information to the DEPARTMENT’s staff members or other involved parties as required. All such manuals or presentations are to be done under the direction and approval of the District Cultural Resource Contract Manager and the District Environmental Administrator.

PERSONNEL STANDARDS

Personnel qualified to conduct cultural resource projects for the DEPARTMENT are those individuals who meet at least the minimum criteria for historians, archaeologists, architectural historians and other professionals as set forth in the U.S. Secretary of the Interior Standards and Guidelines for Archaeology and Historical Preservation and 36 CFR Part 61 and the FDOT Cultural Resources Management Handbook (revised 2004, or later), Chapter 1, Section 1.2.1 and An additional consideration is that all Principal Investigators should be able to demonstrate appropriate knowledge and experience pertinent to the State of Florida. Individuals responsible for conducting DEPARTMENT-related cultural resource projects must have the requisite knowledge of regional prehistory and history to make informed decisions regarding NRHP eligibility, as well as, be familiar with the types of resources likely to be encountered in South Florida during these projects, and the methods for identifying, evaluating, and documenting them. If SUB-CONSULTANTS or specialists are to be hired by the CONSULTANT, as needed during the course of the project, then documentation concerning these professionals must be provided at the appropriate time for review and approval by the District Cultural Resource Coordinator. No sub‐contractual services that have not received pre-approval by the DEPARTMENT will be accepted.

The proposed participation of the above individuals in the DEPARTMENT’s projects is subject to approval by the District Cultural Resources Coordinator based on their meeting the minimum qualifications for such work as stated in the above-mentioned guidelines and based on a review of their work history. The CONSULTANT should be prepared to provide qualified technical professionals at any level requested. It is also necessary that all qualified personnel assigned to a project perform project activities directly related to their specific area of expertise. In other words, archaeologists will not conduct historic building surveys, nor will historians or architectural historians describe and evaluate archaeological sites. This facilitates that the individuals conducting specific tasks meet the professional qualifications specified herein, and perform the necessary work in a credible and professional manner consistent with the intent of federal and state law.

The CONSULTANT shall submit signed, dated resumes of all personnel working on this contract, including proposed SUB-CONSULTANTS. The following job classifications have been identified and/or defined by the DEPARTMENT:
**Project Manager** – Bachelor’s or Master’s Degree with contract management experience. Five years of experience with FDOT PD&E studies or similar NEPA studies. Tasks include: conducting professional cultural resource and Section 4(f) studies and resource reviews for the DEPARTMENT; managing DEPARTMENT relationships; analyzing project budgets; supervising staff; reviewing and editing technical reports; overseeing SUBCONSULTANT management; planning and scheduling for projects as needed; handling Quality Assurance/Quality Control (QA/QC); and managing project accounting.

**Principal Investigator** – The person or persons responsible for supervising the identification, evaluation, and documentation of archaeological and/or historic resources on FDOT cultural resource projects. In addition to an advanced degree in a Cultural Resources related field and at least five years of related work experience, the resume shall document and provide references to demonstrate five years of experience with FDOT PD&E studies or similar NEPA studies and show timely project completion and successful FHWA/SHPO review.

**Historian** – The minimum professional qualifications are a graduate degree in history and one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution, six months of which must be in South Florida.
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of South Florida history.

**Archaeologist** – The minimum professional qualifications are a graduate degree in archaeology, anthropology with archaeology as a major area of emphasis, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management. In addition, a professional in precontact archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the precontact period.
2. At least four months of supervised field and analytic experience in general North American archaeology.
3. At least six months of field experience in South Florida.
4. Demonstrated ability to carry out research to completion in a timely fashion.

**Architectural Historian** – The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or closely related field with course work in American architectural history plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution, at least six months of which must be in South Florida.
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of South Florida architectural history.

**Historical Technician** – The minimum professional qualifications are a Bachelor’s degree in history or closely related field plus one of the following:
1. At least one year of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution, six months of which must be in South Florida.
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of South Florida history.

Archaeological Technician – The minimum professional qualifications are a Bachelor’s degree in archaeology, anthropology with archaeology as a major area of emphasis, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management. In addition, a professional in precontact archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the precontact period.
2. At least four months of supervised field and analytic experience in general North American archaeology.
3. At least six months of field experience in South Florida.
4. Demonstrated ability to carry out research to completion in a timely fashion.

Draftsperson – The minimum professional qualifications are an Associate’s degree in computer programming, graphic design, Geographical Information Systems (GIS), Computer-aided Drafting and Design (CADD) or similar discipline and two years professional work experience.

Technical Administrator - The minimum professional qualifications are an Associate’s degree in business, office management, or similar discipline and two years professional work experience.

Clerical – The minimum professional qualifications are a high school diploma and two years work experience or equivalent.

If senior personnel changes during the course of the project, documentation for the individuals who will replace these professionals must be provided by the CONSULTANT for review and approval by the District Cultural Resources Coordinator; prior to that person providing services to the DEPARTMENT.

SUBCONTRACTING

It may be necessary for the CONSULTANT to subcontract portions of the work. All SUB-CONSULTANT(s) whether it be an individual or a firm must be approved and qualified by the District Cultural Resources Coordinator prior to the initiation of any work.

The CONSULTANT shall be fully responsible for the satisfactory completion of all subcontracted work.

INSTITUTION OR CORPORATE STANDARDS

Any institution, corporation, or organization sponsoring the qualified professionals performing the work elements of the project must:

1. Provide or demonstrate access to adequate field and laboratory equipment necessary to complete the work required for the project.
2. Provide or demonstrate access to adequate facilities necessary for the proper treatment, analysis, and storage of specimens and documents recovered from and/or related to the project.
3. Provide or demonstrate that adequate personnel will be available to meet the demands of this agreement.

The DEPARTMENT reserves the right to inspect the CONSULTANT’s office and storage facilities at the DEPARTMENT’s discretion.

DEPARTMENT RESPONSIBILITIES

The DEPARTMENT will be responsible for any or all of the following as appropriate, for performance of the required services:

1. Providing all previously completed Cultural Resource surveys as required.
2. Providing all available roadway plans, bridge plans, right-of-way maps, studies, photographs, project history, and other available information pertinent to the subject.
3. Providing all copies of approved environmental documents and re-evaluations.
4. Providing general philosophies and guidelines of the DEPARTMENT to be used in the fulfillment of this contract. Objectives, constraints, budgetary limitations and time constraints will be completely defined by the DEPARTMENT.
5. Review and approve all submittals to the agencies.

SUBMITTALS

All submittals of Cultural Resource Assessments or other documents will be required to be in hard copy (3 copies) and electronic (pdf) format (3 copies on a computer disc) unless otherwise directed by the DEPARTMENT.

ASSIGNMENT OF WORK

Services to be provided by the CONSULTANT under this agreement will be initiated and completed as directed by the District Cultural Resources Coordinator on each project assigned under this agreement. Individual projects shall be assigned by a “Letter of Authorization” in accordance with Exhibit “C”, Method of Compensation.

The DEPARTMENT scheduling requirements dictate that each project be completed in a timely and efficient manner. It is to be understood that the CONSULTANT will respond to individual project requests as indicated in this scope.

SUSPENSION OF WORK

The DEPARTMENT, the DEPARTMENT’s Project Manager (or his/her designee) may suspend the services being performed/provided by the CONSULTANT as described in this Agreement, wholly or in part, for such period or periods as may be deemed necessary due to natural causes, or construction in areas or for any other reason deemed necessary by the DEPARTMENT or the DEPARTMENT’s Project Manager (or his/her designee).

Work shall also be suspended at the discretion of the DEPARTMENT or the DEPARTMENT’s Project Manager (or his/her designee) at such time that the CONSULTANT fails to comply with any or all provisions in this Agreement.
The CONSULTANT shall not be entitled to extra compensation or adjustments to the Agreement unit prices because of suspension or deletion of work caused by the conditions described in this section. Suspension of Work shall be ordered by the DEPARTMENT or the DEPARTMENT’s Project Manager (or his/her designee) in writing, giving the reason for the suspension. The monthly invoice payments shall be adjusted accordingly.

TERMINATION

The parties recognize that timely and satisfactory performance by the CONSULTANT is of the essence. If the CONSULTANT fails to comply with the responsibilities/tasks described in this Exhibit “A”, Scope of Services and as determined by the DEPARTMENT, and the non-compliance is not immediately corrected, this shall construe that the CONSULTANT is in non-compliance and shall result in the immediate suspension of work, CONSULTANT placement in non-compliance status, and/or agreement termination.

PROPERTY OF THE DEPARTMENT

All work performed by the CONSULTANT pursuant to this contract shall be considered works made for hire and shall become the property of the DEPARTMENT upon completion or termination without restriction or limitation on their use and shall be made available, upon request, to the DEPARTMENT or the DEPARTMENT’S Project Manager (or his/her designee) at any time during the performance of such services and/or upon completion or termination of such services. Upon delivery to the DEPARTMENT of said document(s), the DEPARTMENT shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The CONSULTANT shall not copyright any material and products or patent any invention developed under this contract, nor publish the results of the study.

DETAILS OF UNIT RATES

Details of Unit Rates for the performance of the CONSULTANT’s services set forth in Exhibit “A” are contained in Exhibit “B”, attached hereto and made a part hereof.