



State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# Request for Quotation

|            |
|------------|
| RFQ NUMBER |
| GSD116469  |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| KRISTA FERRELL<br>304-558-2596         |

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**Archeological Consultants of the Midwest**  
**535 Fulton Street**  
**Wheeling, WV 26204**  
**Attn: Request for Expression of Interest**

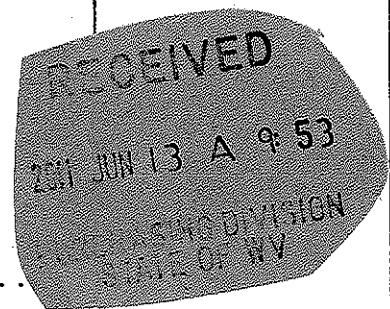
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DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
JOBSITE  
SEE SPECIFICATIONS

304-558-2317

| DATE PRINTED   | TERMS OF SALE | SHIP VIA                 | FOB      | FREIGHT TERMS                     |            |        |
|--|---------------|--------------------------|----------|-----------------------------------|------------|--------|
| 05/26/2011   |               |                          |          |                                   |            |        |
| BID OPENING DATE: 06/14/2011   |               | BID OPENING TIME 01:30PM |          |                                   |            |        |
| LINE   | QUANTITY      | UOP                      | CAT. NO. | ITEM NUMBER                       | UNIT PRICE | AMOUNT |
| 0001   | 1             | LS                       |          | 906-29                            |            |        |
| ARCHAEOLOGICAL SERVICES FOR NEW LOGAN SITE   |               |                          |          |                                   |            |        |
| EXPRESSION OF INTEREST (EOI)   |               |                          |          |                                   |            |        |
| THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF GENERAL SERVICES, IS SOLICITING EXPRESSIONS OF INTEREST FROM QUALIFIED ARCHITECTURAL AND ENGINEERING FIRMS TO PERFORM ARCHEOLOGICAL SERVICES, ANALYSIS, AND REPORTING FOR ARTIFACTS DISCOVERED AT NEW LOGAN BUILDING SITE IN LOGAN, WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS. |               |                          |          |                                   |            |        |
| TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.  |               |                          |          |                                   |            |        |
| DEADLINE FOR ALL TECHNICAL QUESTIONS IS 06/06/2011 AT THE CLOSE OF BUSINESS.   |               |                          |          |                                   |            |        |
| DIVISION AFTER THE DEADLINE HAS LAPSED.  |               |                          |          |                                   |            |        |
| EXHIBIT 10   |               |                          |          |                                   |            |        |
| REQUISITION NO.: .....   |               |                          |          |                                   |            |        |
| ADDENDUM ACKNOWLEDGEMENT   |               |                          |          |                                   |            |        |
| SEE REVERSE SIDE FOR TERMS AND CONDITIONS  |               |                          |          |                                   |            |        |
| SIGNATURE  |               | TELEPHONE                |          | DATE                              |            |        |
| TITLE  |               | FEIN                     |          | ADDRESS CHANGES TO BE NOTED ABOVE |            |        |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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| KRISTA FERRELL                         |
| 304-558-2596                           |

RFQ COPY  
TYPE NAME/ADDRESS HERE

DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
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| 05/26/2011   |               |          |        |               |

BID OPENING DATE:

06/14/2011

BID OPENING TIME

01:30PM

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED<br/>ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO<br/>MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF<br/>THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL<br/>REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY<br/>ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES<br/>AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE<br/>INFORMATION ISSUED IN WRITING AND ADDED TO THE<br/>SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p><i>Christopher J. ...</i><br/>.....<br/>SIGNATURE<br/><i>Archaeological Consultants of the M. Jones</i><br/>.....<br/>COMPANY<br/><i>6-10-11</i><br/>.....<br/>DATE</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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| SIGNATURE | TELEPHONE | DATE                              |
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KRISTA FERRELL  
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JOBSITE  
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| <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION<br/>PURCHASING DIVISION<br/>BUILDING 15<br/>2019 WASHINGTON STREET, EAST<br/>CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: GSD116469</p> <p>BID OPENING DATE: 06/14/2011</p> |               |                          |           |                                   |            |        |
| SEE REVERSE SIDE FOR TERMS AND CONDITIONS  |               |                          |           |                                   |            |        |
| SIGNATURE  |               |                          | TELEPHONE |                                   | DATE       |        |
| TITLE  |               | FEIN                     |           | ADDRESS CHANGES TO BE NOTED ABOVE |            |        |

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|--|----------|-----|--------|-------------|------------|--------|
| BID OPENING TIME: 1:30 PM  |          |     |        |             |            |        |
| PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: |          |     |        |             |            |        |
| (304) 242-3156   |          |     |        |             |            |        |
| CONTACT PERSON (PLEASE PRINT CLEARLY):   |          |     |        |             |            |        |
| Janie Vosrick or Chris Jackson   |          |     |        |             |            |        |
| ***** THIS IS THE END OF RFQ GSD116469 ***** TOTAL:                                    |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |           |                                   |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

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**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
  2. The State may accept or reject in part, or in whole, any bid.
  3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

**EXPRESSION OF INTEREST**  
**Architectural / Engineering Services**  
**Archaeological Analysis and Reporting**  
**1900 Kanawha Boulevard, East**  
**Charleston, WV**

## Part 1 GENERAL INFORMATION

### 1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division "State" is soliciting Expression(s) of Interest (EOI) for General Services Division, "Agency", from qualified firms to provide architectural/engineering and archaeological services for the skeletal remains and artifacts found at the Logan Building Project Site. Archaeological services are needed to conduct laboratory analysis and preparation of a report that will detail the archeological artifacts.

## 1.2 Project:

The mission or purpose of the project described in sections 2 & 3 is to provide Architectural/Engineering (A/E) services to perform laboratory analysis and reporting and other related services. All analysis and reporting work submitted to the Owner will include an electronic version.

**1.3 Format: N/A**

#### 1.4 Inquiries:

Additional information inquiries regarding this EOI must be submitted in writing to the State Purchasing Division Buyer Supervisor, with the exception of questions regarding proposal submission, which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

**Krista Ferrell, Buyer Supervisor**  
Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Phone: (304) 558-2596  
Fax: (304) 558-4115  
[Krista.s.ferrell@wv.gov](mailto:Krista.s.ferrell@wv.gov)

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Department of Administration

General Services Division  
Architecture Engineering Section  
Archaeological Services – GSD 116469

**The firm, or anyone on the firm's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee.** Violation may result in rejection of the EOI. The State Buyer named above is the sole contact for any and all inquiries after this EOI has been released.

**1.5 Vendor Registration:**

Firms participating in this process should complete and file a **Vendor Registration and Disclosure Statement** (Form WV-1) and remit the registration fee. Firm is not required to be a registered vendor in order to submit an EOI, but the **successful firm must** register and pay the fee prior to the issuance of an actual contract.

**1.6 Oral Statements and Commitments:**

Firm must clearly understand that any verbal representations made or assumed to be made during any oral discussions held between firm's representatives and any State personnel are **not** binding. Only the information issued in writing and added to the Expression of Interest specifications file by an official written addendum is binding.

**1.7 Economy of Preparation:**

EOI's should be prepared simply and economically, providing a straightforward, concise description of firm's abilities to satisfy the requirements of the EOI. Emphasis should be placed on completeness and clarity of content.

**1.8 Labeling of the Sections:** The response sections should be labeled for ease of evaluation.

**1.9 Submission:**

1.9.1 State law requires that the original expression shall be submitted to the Purchasing Division. All copies to the Purchasing Division must be submitted **prior** to the date and time stipulated as the opening date. All expressions will be date and time stamped on the Purchasing Division official time clock to verify time and date of receipt.

1.9.2 Firms mailing expressions should allow sufficient time for mail delivery to ensure timely arrival. The Purchasing Division **CANNOT** waive or excuse late receipt of an expression which is delayed and late for any reason according West Virginia State Code §5A-3-11. Any EOI received after the bid opening time and date will be immediately disqualified in accordance with State law and the Legislative Rule 148-CSR-1.

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Department of Administration

General Services Division  
Architecture Engineering Section  
Archaeological Services – GSD 116469

**Submit:**

One original plus four (4) convenience copies to:  
Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: Krista Ferrell

Req#: GSD116469

Opening Date: June XX, 2011

Opening Time: 1:30 pm

**1.10 Rejection of Expressions:**

The State shall select the best value solution according to §5G-1-3 of the West Virginia State Code. However, the State reserves the right to accept or reject any or all expressions and to reserve the right to withdraw this Expression of Interest at any time and for any reason. Submission of, or receipt by the State of Expressions confers no rights upon the firm nor obligates the State in any manner.

**1.11 Incurring Costs:**

The State and any of its employees or officers shall not be held liable for any expenses incurred by any firm responding to this EOI for expenses to prepare, deliver, or to attend the short-list interviews.

**1.12 Addenda:**

If it becomes necessary to revise any part of this EOI, an official written addendum will be issued by the State to all potential firms of record.

**1.13 Independent Price Determination:**

A contract will not be considered for award if the negotiated price was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor.

**1.14 Price Quotations:** No "price" or "fee" quotation is requested or permitted in the response.



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Architecture Engineering Section  
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## **1.15 Public Record:**

### **1.15.1 Submissions are Public Record.**

All documents submitted to the State Purchasing Division related to purchase orders/contracts are considered public records. All EOI's submitted by firms shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the expressions have been opened.

### **1.15.2 Written Release of Information.**

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplication fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request, whichever is greater.

### **1.15.3 Risk of Disclosure.**

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets as submitted by a firm are the only exemption to public disclosure. The submission of any information to the State by a firm puts the risk of disclosure on the firm. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

## **1.16 Schedule of Events:**

|   |                                      |
|---|--------------------------------------|
| Release of the EOI  | <b>May 27, 2011</b>                  |
| Written Questions Submission Deadline                       | <b>June XX, 2011</b>                 |
| Expressions of Interest Opening Date                        | <b>June XX, 2011</b>                 |
| Estimated Date for Interviews, Week of opening date's week) | <b>June XX, 2011 (week after bid</b> |

## **1.17 Mandatory Prebid Conference: N/A**

## **1.18 Bond Requirements: N/A**

## **1.19 Purchasing Affidavit:**

West Virginia State Code §5A-3-10a (3) (d) requires that all firms submit an Affidavit regarding any debt owed to the State and licensing and confidentiality certifications. The Affidavit **must** be signed and submitted prior to award. It is preferred that the Affidavit be submitted with the EOI.

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Department of Administration

General Services Division  
Architecture Engineering Section  
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## **PART 2 OPERATING ENVIRONMENT**

2.1 **Location:** N/A

2.2 **Background:** Archaeological artifacts were found during construction of the New State Office Building in downtown Logan, West Virginia. Artifacts and remains were removed prior to construction resuming. Additional archaeological services are required to catalog artifacts, research and analysis of field work and preparation of a final report that will detail the archaeological findings.

## **PART 3 PROCUREMENT SPECIFICATIONS**

**General Requirements:** Firm must provide services to perform historical analysis and reporting for previously removed archaeological artifacts. Work includes but is not limited to analyzing any cultural artifacts that were recovered, prepare a report summarizing field work and final submission of recovered artifacts to the West Virginia Division of Culture and History. The scope of services is estimated to require approximately 900 to 1000 hours.

3.1 Firms are to be WV licensed Architectural or Engineering (A/E) firms and must be familiar with, and have a successful track record of providing such archaeological services.

3.2 **General Terms and Conditions:**

By signing and submitting the EOI, the successful firm agrees to be bound by all the terms contained in Section Three (3) of this EOI.

3.2.1 *Conflict of Interest:*

Firm affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance of its services hereunder. The firm further covenants that in the performance of the contract, the firm shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

3.2.2 *Prohibition Against Gratuities:*

Firm warrants that it has not employed any company or person other than a bona

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Department of Administration

General Services Division  
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Archaeological Services – GSD 116469

fide employee working solely for the firm or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.

### *3.2.3 Certifications Related to Lobbying:*

Firm certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the firm shall complete and submit a disclosure form to report the lobbying.

Firm agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

### *3.2.4 Vendor Relationship:*

The relationship of the firm to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The firm, as an independent contractor, is solely liable for the acts and omissions of its

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employees and agents.

Firm shall be responsible for selecting, supervising and compensating all individuals employed pursuant to the terms of this EOI and resulting contract. Neither the firm nor any employees or contractors of the firm shall be deemed to be employees of the State for any purposes whatsoever.

The Firm shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

The Firm shall hold harmless the State, and shall provide the State and Agency with a defense against all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The firm shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

#### **3.2.5 Indemnification:**

The firm agrees to indemnify, defend and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the firm, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; (3) Any failure of the firm, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

#### **3.2.6 Contract Provisions:**

After the most qualified firm is identified, and fee negotiations are concluded, a

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formal contract document will be executed between the State and the firm. The order of precedence is the contract, the EOI and the firm's response to the EOI.

**3.2.7 *Governing Law:***

This contract shall be governed by the laws of the State of West Virginia. The firm further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws (Federal, State or Local Government) regulations.

**3.2.8 *Compliance with Laws and Regulations:***

The firm shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The firm shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

**3.2.9 *Subcontracts/Joint Ventures:***

The State will consider the firm to be the sole point of contact with regard to all contractual matters. The firm may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the firm is totally responsible for payment of all subcontractors.

**3.2.10 *Term of Contract:***

This contract will be effective (date set upon award) and shall extend until the scope of work is complete or for one (1) consecutive twelve (12) month period. The contract may be renewed upon mutual consent for two (2) consecutive one (1) year periods or until such reasonable time as may be necessary to complete work.

**3.2.11 *Non-Appropriation of Funds:***

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty.

The Agency shall give the firm written notice of such non-allocation of funds as

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soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

**3.2.12 Contract Termination:**

The State may terminate any contract resulting from this EOI immediately at any time the firm fails to carry out its responsibilities or to make substantial progress under the terms of this EOI and resulting contract. The State shall provide the firm with advance notice of performance conditions, which are endangering the contract's continuation. If after such notice the firm fails to remedy the conditions contained in the notice, within the time contained in the notice, the State shall issue the firm an order to cease and desist all work immediately.

The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination. The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

**3.2.13 Changes:**

If changes to the original contract become necessary, a formal contract change order will be required. Prior to any work being performed, the change must be negotiated and approved by the State, the Agency and the firm. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office prior to the effective date of such amendment.

**NO CHANGE SHALL BE IMPLEMENTED BY THE FIRM UNTIL THE FIRM RECEIVES AN APPROVED WRITTEN CHANGE ORDER.**

**3.2.14 Invoices, Progress Payments, & Retainage:**

The Firm shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the Agency based on percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, firm is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to Agency with the invoice detailing progress completed or any deliverables identified.

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Payment will be made only upon approval of acceptable progress or deliverables as documented in the firm's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

**3.2.15 *Liquidated Damages:***

The Agency anticipates incorporating a \$500.00 per day liquidated damages clause into the final contract with the awarded firm, once the final scope of work and scheduling benchmarks for design work are determined.

**3.2.16 *Record Retention (Access & Confidentiality):***

Firm shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by the firm.

The firm shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at firm's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Firm shall have access to private and confidential data maintained by Agency to the extent required for firm to carry out the duties and responsibilities defined in this contract. Firm agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the firm, subcontractors, or individuals permitted access by the firm.

## **PART 4**

## **EVALUATION & AWARD**

### **4.1 Evaluation & Award Process:**

Expressions of Interest will be evaluated and awarded in accordance with **§5G-1-3 "Contracts for architectural and engineering services; selection process where total project costs are estimated to cost two hundred fifty thousand dollars or more."**

"In the procurement of architectural and engineering services for projects

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estimated to cost two hundred and fifty thousand dollars or more the director of purchasing shall encourage such firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications, and performance data and may include anticipated concepts and proposed methods of approach to the project.

All such jobs shall be announced by public notice published as a Class II legal advertisement in compliance with the provisions of article three [§59-3-1et seq.] A committee comprised of three to five representatives of the agency initiating the request shall evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which in their opinion are the best qualified to perform the desired service. Interviews with each firm selected shall be conducted and the committee shall conduct discussions regarding anticipated concepts and the proposed methods of approach to the assignment.

The committee shall then rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm for architectural or engineering services or both. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm.

Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached."

#### **4.2 Proposal Format:**

It is strongly preferred that information submitted should be formatted in three ring binders or similarly bound to allow the Agency to remove sections to make additional copies, if necessary, and in the order as set



RFQ No. GSD116469

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (**West Virginia Code §61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Archaeological Consultants of the Midwest  
 Authorized Signature: [Signature] Date: 6-10-11  
 State of Indiana  
 County of Marion, to-wit:

Taken, subscribed, and sworn to before me this 10 day of June, 2011.  
 My Commission expires April 13, 2017, 2017.

AFFIX SEAL HERE

NOTARY PUBLIC Krista Tunny



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forth below:

#### **4.2.1 Concept**

Provide a general discussion of the project and the firm's approach to addressing issues and concerns including anticipated concepts, proposed methods of design and project sequence as explained in the Background, General Requirements, and Project Description, above.

Include a discussion of similar previous projects and how these issues were resolved.

#### **4.2.2 Firm/Team Qualifications**

- a. Provide the name, address, phone number, e-mail address and signature of the firm's contact person responsible for the project and having full authority to execute a binding contract on behalf of the firm submitting the proposal.
- b. Provide the names, function and resume of individuals within the lead firm's organization who will be assigned to this project.
- c. The project team must have expertise in the A/E areas previously mentioned and required to complete this project. Provide information on all other project consultants, sub-consultants, and firms proposed to be employed by the lead firm for this project.
- d. Provide a statement of the firm's ability to handle the project in its entirety.
- e. Provide a statement of the firm's acceptance and full understanding that any and all work produced as a result of the contract will become property of the Agency and can be used or shared by the Agency as deemed appropriate.
- f. Provide a description of any litigation or arbitration proceedings, including vendor complaints filed with the State's Purchasing Division, disputes with other Agencies of the State of West Virginia that involved legal representation by either party relating to the firm's delivery of

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design services, if applicable. Also, any disputes with other Agencies of the State of West Virginia that involved legal representation by either party.

#### **4.2.3 Project Organization**

- a. Provide information on the personnel who will manage and persons proposed to be assigned to the project. Provide locations of firm's offices and indicate from where the project will be managed and the work performed. Provide a project organizational chart including key personnel and the proposed organization of the project team.
- b. Provide a statement or evidence of the firm or team's ability to provide services.

#### **4.2.4 Demonstrated Experience in Completing Projects of a Similar Size and Scope:**

- a. Provide descriptions of relevant projects demonstrating the firm's ability to execute projects similar to those described in this Expression of Interest. Firm's managing personnel for this project must have at least five years of experience in evaluating and designing similar projects as described herein. Provide descriptions of not more than ten projects performed in the last ten years. Projects of interests should include work performed within the State of West Virginia.

Project experience shall include the following information pertaining to the listed projects:

- Project Name
- Project Location
- Project Description
- Type of service provide
- Project size including square footage or acreage, cost and other relevant information
- Name of project Owner, including phone number and address
- Contract information including date of completion or percentage of work complete

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- Any other information deemed relevant
- e. Provide references for the last five clients for whom the firm has conducted projects of a similar size and type; include the name of the contact person along with the addresses, telephone numbers and short description of the project.

#### 4.3 Evaluation Criteria

Evaluation criteria shall be based on a total of 100 points, inclusive of the oral interview, with total points possible per section, as follows:

- |  |                    |
|--|--------------------|
| 1) Concept; or how the proposal demonstrates understanding of the concept:     | 15 points possible |
| 2) Firm/Team Qualifications:   | 20 points possible |
| 3) Project Organization:   | 20 points possible |
| 4) Demonstrated Experience in Completing Projects of a Similar Size and Scope: | 25 points possible |
| 5) Oral Interview  | 20 points possible |

Selected firms should be prepared to conduct an approximately forty-five minute, on-site (Capitol Campus) question-and-answer session, with allowance to the firm for the first quarter hour to make a presentation of any type they deem suitable to demonstrate their abilities, knowledge of the subject matter and qualifications. Questions can be based on any aspect of the project or submitted proposals.

**RFQ Number: GSD116469**  
**Archaeological Services for the New Logan Site**  
**(Logan Buildings Project Site)**

**4.2.1 Concept:**

The project will consist of an examination and analysis of the artifacts and skeletal remains that have been collected from the recent excavations that were conducted at the Logan Building Project Site. A technical report that presents the results of the analysis and examination will then be submitted to the State of West Virginia for review.

Once the project has been awarded, personnel from Archaeological Consultants of the Midwest will begin the process of acquiring the artifacts and skeletal remains from this project, as well as copies of the field notes and other data that would be needed in order to acquire a better understanding of the material, the method of excavation, and the site.

After the artifacts have been received, the artifacts will be initially examined and then divided into three different groups: 1. lithic artifacts; 2. ceramics; 3. others (floral and faunal). Further examination will be conducted on the lithic artifacts and the ceramics in regards to whether or not they need to be washed prior to the beginning of the analysis. If it is deemed that they do need to be washed, then this will commence immediately; if not, then analysis of these two artifacts classes will begin.

Lithic artifacts will be further segregated into two classes: debitage and tools. The methods that will be utilized in analysis of the lithic debitage will include both flake analysis and mass analysis, with the debitage sorted by raw material/chert type. By utilizing these two methods of analysis, it is believed that one will have a better understanding of what types of activities were occurring at the site, and potentially what types of lithic raw materials were not only being utilized at the site, but if these materials were being singled out for specific reasons. An example of how flake analysis would be utilized in better understanding of the site and the site's inhabitants would be that a large percentage of the primary flakes were manufactured from one type of raw material/chert, while a large percentage of tertiary flakes were from a different chert/raw material. This would suggest that cobbles of the first chert type/raw material was being brought to the site and initial stage production of bifaces/cores was being conducted with that chert/raw material, while either final stage of biface/core production and/or tool maintenance was occurring with the other chert/raw material. This could then provide information concerning trade patterns, as well as settlement patterns and lithic raw material/chert procurement patterns.

Mass analysis, which consists of sorting whole flakes through different size screens and then comparing the data with experimental data, will provide information concerning what types of activities were occurring at the site. Thus, by utilizing mass analysis, it could be determined that bifacial production was a major activity at the site, or that core production was a major activity, or that a certain type of tool maintenance/production was occurring at the site. Also, by examining the debris from the debitage in conjunction with the lithic raw material, one might be able to determine a selectivity of lithic raw material to lithic tool.

Lithic tools will be macroscopically analyzed and then sorted according to a lithic tool classification scheme (i.e., projectile points, bifaces, drills, knives, etc.). The use of the classification scheme will provide a better idea of not only the types of tools that were utilized at the site, but also what types of activities were occurring at the site. Thus, the presence of drills at the site would indicate that leather working, wood working, and potentially shell/bone working was occurring at the site, while the presence of scrapers would indicate the preparation of hides for tanning. The frequency of a particular lithic tool type would provide data in determining what were the primary types of activities occurring at the site, and what activities were either not occurring or was not a major component of the site. Also, by examining the distribution of the lithic artifacts/tools, one may be able to differentiate activity areas at the site. It should also be noted that the presence of "grave goods" with the skeletal remains could indicate both status of that individual, as well as the major occupation of that individual.

All lithic tools will be measured and photographed.

Ceramic artifacts (sherds) will be examined for temper, surface decoration, and type of sherd. It should be noted that all sherds that are less than 2 cm in size will only be classified as sherdlets and no further analysis will be conducted on them. Rimsherds and decorated sherds will be compared with examples from the archaeological literature and/or curated ceramic assemblages to determine ceramic type and cultural affiliation. All rimsherds and a sample of the decorated sherds will be photographed. An examination of the distribution of the ceramic artifacts could provide information concerning the layout of the site, as well as activity areas.

If fire-cracked rock (FCR) is present within the artifact assemblage, the FCR will be counted and weighted by provenience, then discarded. An examination of the distribution of the FCR will be undertaken in order to determine possible cooking areas, hearths, and earth ovens.

Historic artifacts will be classified according to the functional classification scheme that was first introduced by South (1977). While this scheme was first suggested for the Carolina Piedmont, Ball (1984) modified the scheme for use in the Midwest.

All lithic artifacts, ceramics, and historic artifacts will be analyzed at the Wheeling office of Archaeological Consultants of the Midwest by Jamie Vosvick. The artifacts will be prepared for analysis by Jamie Vosvick, Jake Filisky, Brennan Warren, and Jennifer Carroll. All of the analysis will be overseen and directed by Christopher Jackson, M.S., RPA.

If the artifact assemblage includes unanalyzed floral material, then that material will be submitted to Karen Leone, M.A., RPA, of Leone Consulting for analysis. A report that presents the results of the analysis of the floral material will be appended to the final report.

If the artifact assemblage includes unanalyzed non-human faunal material, then that material will be submitted to Marie-Lorraine Pipes, M.A., RPA, for analysis. A report that presents the results of the analysis of the faunal material will be appended to the final report.

The purpose for the analysis of the artifacts is to determine what types of artifacts are present at the site and what types of lithic raw materials were utilized. From this information, at least two research questions can be evaluated. These questions include:

- What types of activities were occurring at the site? And did these activities change over time? This research question will be evaluated by an examination of not only the types of artifacts collected from the site, but also the horizontal and vertical distribution of these artifacts. By examining the horizontal distribution of artifacts, then it is possible that artifact concentrations can be determined, and if these concentrations do exist, the types of artifacts collected from the concentration areas would indicate what types of activities were occurring in that concentration area. An examination of the vertical distribution of the artifacts may indicate that activity/concentration areas were changing over time. An example of this would be that an area may have had a large number of scrapers collected from it at 50 cm below the ground surface; however, at 30 cm below the ground surface no scrapers were collected and that specific area has only a small number of artifacts. This would not only indicate that hide preparation was occurring in this concentration area, but that the preparation of hides was later relocated to another area of the site. Therefore, by examining the horizontal and vertical distribution of the artifacts, one might be able to determine both the organization of the site, and how the site developed over time. The data from the distribution of the artifacts will also be utilized in conjunction with any feature data that was obtained from the archaeological excavations conducted at the site.
- Is there evidence of trade patterns at the site? This research question will be evaluated by examining both the lithic raw materials utilized at the site, as well as an examination of the ceramic artifacts. From an examination of the lithic raw materials and the primary source location of these raw materials, then one can be able to determine not only if local materials were utilized, but also what non-local materials were being utilized. From an examination of the non-local raw materials, then one can have a better understanding of not only the potential territorial range of the site's inhabitants, but the frequency and quality of the raw materials could indicate that the materials were brought to the site via trades and not procurement expeditions. The second way to examine possible trade patterns is by the analysis of the ceramic artifacts, principally the rims sherds and the decorative sherds. If non-local rim sherds and/or decorations are observed, this would suggest that trading was occurring. The types of rims and decorations would also provide data in determining in which direction and region that the trading was occurring. Also, by examining the non-local lithic raw materials with the sherds, it could be determine if the trading patterns were linear in direction and region, or whether trading was occurring on several different lines.

Skeletal remains were first be examined in order to determine if they need to be washed. If so, then the remains will be washed and prepared for analysis. Analysis will consist of examining and classifying the remains. Inventorying the remains (i.e., what is there and what is not). Attempts will be made to date and sex each individual person as well as the pathology, if possible. Isotopic analysis will not be utilized at this stage of investigation. The results of the skeletal analysis will be presented in the final report.

All skeletal remains analysis will be conducted at Archaeological Consultants of the Midwest by Sarah Posin, M.S.

An example of a couple of projects that have utilized the methods as described for the artifacts includes the Phase II investigation of site 46Ph763, as well as the mitigation of the Ana Lynn site (12Ws284).

From the Phase II investigation of site 46Ph763, it was determined that the site consisted of a multicomponent site with one of the components temporally affiliated with the late Paleoindian period, while the second component was associated with the Late Prehistoric period. In order to determine activity areas at the site, the horizontal distribution of the artifacts was examined. Due to the shallowness of the A-horizon and that nearly all of the artifacts were collected from the A-horizon, a vertical distribution analysis of artifacts was not possible. It was hoped that by examining the horizontal distribution of artifacts, not only would activity areas be differentiated, but that these activity areas would also be temporally separate. However, the horizontal analysis indicated that both components of the site primarily utilized the same area of the site; therefore, it was not possible to temporally differentiate non-diagnostic artifacts (i.e., debitage, cores, bifaces, etc.). Therefore, while it could be determined that there was a significant Paleoindian occupation of the site (17 diagnostic artifacts associated with the Paleoindian period were collected from the site), because both the Late Prehistoric and the Paleoindian occupation were in the same activity area, it could not be determined how intense and to what degree was the Paleoindian occupation of the site.

The mitigation of the Ana Lynn site has indicated that the site consists of a Late Prehistoric village. By examining the distribution of artifacts and features, activity areas and a possible plaza have been documented at the site. It has also been determined from an examination of the distribution of the artifacts, in conjunction with the feature data that nearly all of the activities occurred outside of the living area. This was determined in that a Late Prehistoric house was documented at the site; however, very few artifacts were recovered from the house area and outside of the postmolds that indicated the location and dimensions of the house, only three features were found within the house area. These features consisted of a hearth in the center of the house, and two faunal refuse pits that were spaced north and south of the hearth. The refuse pits were approximately 30 cm in depth and approximately 50 cm in maximum width. However, located approximately 15 m south of the house were several large storage pits. It was also observed that nearly 90 percent of the artifacts collected from the mitigation were located at least 15 m south of the house area. It could also be determined from the lack of artifacts and features east of the house, that the house was situated on the edge of the plaza for the village.

Trade patterns were identified at the site by an examination of the ceramics. Ceramic sherds with decorations that are associated with Fort Ancient culture, the Oliver Phase, the Western Basin tradition, and the Falls of the Ohio Mississippian culture have been documented at the site. This would indicate a non-linear trading network that was fairly wide ranging and until the mitigation of the Ana Lynn site, unknown.



#### 4.2.2 Firm/Team Qualifications:

- a. *Provide the name, address, phone number, e-mail address and signature of the firm's contact person responsible for the project and having full authority to execute a binding contract on behalf of the firm submitting the proposal.*

Christopher Jackson, M.S., RPA, who is the president of Archaeological Consultants of the Midwest, will be directing all of the operations of this project and the contact person for this project. The following is the address and means of communication with Mr. Jackson:

Archaeological Consultants of the Midwest  
535 Fulton Street  
Wheeling, West Virginia 26003  
Email: [archmidwest@aol.com](mailto:archmidwest@aol.com)  
Cell Phone: (317) 797-5439  
Company Phone: (304) 242-3155

Signature: \_\_\_\_\_

Christopher Jackson

- b. *Provide the names, function and resume of individuals thing the lead firm's organization who will be assigned to this project.*

The people who will be directing and primarily involved in this project are: Christopher Jackson, M.S., RPA, Sarah Posin, M.S., and Jamie Vosvick.

Christopher Jackson, M.S., RPA, will be directing this project. Mr. Jackson will also be helping in writing the report, as well as editing the final report.

Jamie Vosvick will be conducting the lithic artifact analysis, ceramic analysis, and the historic analysis.

Sarah Posin, M.S., will be conducting the human skeletal remains analysis for this project.

A resume of these three people are on the following pages of this section.

Mr. Jackson has over 20 years of experience in archaeology and has been president of Archaeological Consultants of the Midwest since the company's inception in 2000. During the past 11 years, the company has done over 200 projects that have ranged from Phase I literature reviews, historic backgrounds for cemetery plans, and Phase I surveys, to Phase III mitigations of Late Prehistoric sites. Mr. Jackson has been involved in all of these projects either as the Principal Investigator or as a director of the project.

Mr. Vosvick has over 20 years of experience and has been employed by Archaeological Consultants of the Midwest for the past eight years. During his time with Archaeological Consultants of the Midwest, Mr. Vosvick has conducted all of the historic and prehistoric artifact analysis for the projects in West Virginia, and nearly all of the artifact analysis for projects in the surrounding states. Mr. Vosvick is well versed and very familiar in not only artifact types, but also in lithic raw materials for the state of West Virginia, as well as in ceramic styles and the cultural affiliations of the ceramics. Mr. Vosvick is well versed in historic artifact analysis and has completed the inventory of the materials associated with the Cockayne House in the city of Moundsville, Ohio County. Thus, Mr. Vosvick will have a very good understanding of not only the types of artifacts (historic, prehistoric, and ceramics) that have been recovered from the excavations for the Logan Buildings Site Project, but also the raw materials that would have been utilized from the inhabitants of the site.

Ms. Posin has been with Archaeological Consultants of the Midwest for the past year. During a sabbatical from her time with the company, Ms. Posin studied human osteology at the University of Sheffield where she earned her M.S. degree. Thus, Ms. Posin has the experience and expertise, as shown on her resume, to conduct the analysis of the human skeletal remains.

- c. Provide information on all other project consultants, sub-consultants, and firms proposed to be employed by the lead firm for this project.*

If floral and faunal remains are to be studied by this investigation, then these remains will be sub-contracted out; otherwise, all other analysis will be conducted by Archaeological Consultants of the Midwest.

If floral remains collected from the excavations are to be analyzed as part of this investigation. These remains will be studied and analyzed by Ms. Karen Leone, M.A., RPA, of Leone Consulting. Ms. Leone received her M.A. in anthropology from the Ohio State University specializing in paleoethnobotany. Ms. Leone has numerous years of experience in analyzing and studying floral remains from prehistoric sites throughout the Midwest as well as in West Virginia.

If non-human faunal remains are to be analyzed, this will be done by Marie-Lorraine Pipes, M.A., RPA. Ms. Pipes has over 20 years of experience in analyzing and studying faunal remains from West Virginia, the Mid-Atlantic region, and the Northeast region. Ms. Pipes has studied these remains from prehistoric contexts from the Archaic period of prehistory to the Contact period.

- d. Provide a statement of the firm's ability to handle the project in its entirety.*

Archaeological Consultants of the Midwest will be able to handle the entirety of this project. This is based on the years of experience by the people who will conducting the analysis and directing this project, as well as the company's history for beginning and completing projects of this scale in a timely manner. The company also has the tools and personnel to undertake this investigation

- e. *Provide a statement of the firm's acceptance and full understanding that any and all work produced as a result of the contract will become property of the Agency and can be used or shared by the Agency as deemed appropriate.*

Archaeological Consultants of the Midwest understands that not only the artifacts and the skeletal remains, but also the data generated by the analysis of the artifacts and the skeletal remains is under the ownership of the Agency. Because of this, the Agency has the final and only say in how the data and artifacts/skeletal remains are to be used/disseminated.

- f. *Provide a description of any litigation or arbitration proceedings, including vendor complaints filed with the State's Purchasing Division, disputes with other Agencies of the State of West Virginia that involved legal representation by either party relating to the firm's delivery of design services, if applicable.*

Archaeological Consultants of the Midwest has not been involved in any litigation or arbitration proceedings with any agency of the State of West Virginia, nor with any agencies of those states in which the company has conducted work.

**CURRICULUM VITAE**  
**for**  
**CHRISTOPHER JACKSON**

**CURRENT POSITION:**

President  
Archaeological Consultants of the Midwest, Inc.  
P.O. Box 39146  
Indianapolis, Indiana 46239  
(317) 862-2002

**ACADEMIC BACKGROUND:**

M.S. in History, Indiana State University, 1989.  
B.A. in Anthropology and History, Indiana State University, 1987.

**EXPERIENCE:**

Areas of expertise include: Archaeological Field Methods and Archival and Historic Background Research. Assisted and directed Phase I, II, and III projects, as well as written numerous CRM reports. Other skills include historic research, archival research, deed and title research, and mapping. Worked in California, Indiana, Louisiana, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia.

**SHPO CERTIFICATION:**

|              |  |
|--------------|--|
| 2004-Present | Principal Investigator (Archaeology, History), West Virginia State Historic Preservation Office. |
| 2007-Present | Principal Investigator (Archaeology, History), Indiana State Historic Preservation Office        |
| 2007-Present | Principal Investigator (Archaeology), Pennsylvania State Historic Preservation Office            |

**PROFESSIONAL CERTIFICATION:**

|              |  |
|--------------|--|
| 1998-present | Registered Professional Archaeologist (RPA). |
|--------------|--|

**EMPLOYMENT HISTORY:**

|              |  |
|--------------|--|
| 2000-present | President, Archaeological Consultants of the Midwest, Inc. |
| 1993-2000    | Field Director, ASC Group, Inc.                            |
| 1993         | Field Technician, Skelly and Loy, Inc.                     |
| 1989-93      | Field Technician/Assistant Historian, Gray and Pape, Inc.  |

### **ACADEMIC GRANTS/SCHOLARSHIPS/HONORS:**

Bertha Baldwin Endowment Scholarship  
Dean's List  
Indiana State University Archaeological Scholarship  
Indiana State University Graduate Fellowship  
Indiana State University Summer Honors Talent Grant  
Joan Brumeister Romine Memorial Scholarship  
Marion M. Biel Scholarship  
National Collegiate History Award  
Portland Foundation Scholarship

### **PRESENTATIONS:**

- 1985 (with Robert E. Pace). Test Excavations of the Smith Site (12 Vi 86) for 1985, Vigo County, Indiana. Presented at the 1985 Fall Meeting of the Indiana Academy of Science, Bloomington.
- 2008 (with Christopher Koeppel). Preliminary Results of the Archaeological Investigations at the Ana Lynn Site (12Ws284). Presented at the 2008 National Center for Great Lakes Native American Culture Academic Conference, Portland, Indiana.

### **CULTURAL RESOURCE MANAGEMENT REPORTS (sample):**

- 1992 *Phase I Archaeological Investigations of Columbia Gas Transmission Corporation's Proposed 1,014-Foot Realignment of Line SL-1138 in Lexington County, Kentucky, and Wayne County, West Virginia, and a 3940-Foot Realignment of Line SL-1014 in Boyd County, Kentucky and Wayne County, West Virginia.* Gray and Pape, Inc., Cincinnati, Ohio. Submitted to Columbia Gas Transmission Company, Charleston, West Virginia.
- 1992 *Phase I Cultural Resources Investigation of Columbia Gas Transmission Corporation's Proposed 4-Mile Realignment of Line KA in Mercer and Summers Counties, West Virginia.* Co-authored with E. Jeanne Harris. Gray and Pape, Inc., Cincinnati, Ohio. Submitted to Columbia Gas Transmission Company, Charleston, West Virginia.
- 1992 *Phase I Archaeological Investigations of Columbia Gas Transmission Corporation's Proposed 1,014-Foot Realignment of Line SL-1138 in Lexington County, Kentucky, and Wayne County, West Virginia, and a 3,940-Foot Realignment of Line SL-1014 in Boyd County, Kentucky, and Wayne County, West Virginia.* Gray and Pape, Inc., Cincinnati, Ohio. Submitted to Columbia Gas Transmission Company, Charleston, West Virginia.
- 1992 *Phase I Archaeological Investigations of the Proposed 8,186-Foot Pipeline Replacement of Line 14 and Site 46 Mr 103 in Washington District, Marshall County, West Virginia.* Co-authored with E. Jeanne Harris and Elizabeth H. Tuttle. Gray and Pape, Inc., Cincinnati, Ohio. Submitted to Columbia Gas Transmission Company, Charleston, West Virginia.
- 2005 *Phase I Archaeological Literature Review and Reconnaissance Survey, and Deep Testing Investigation for the Proposed Wheeling Island Fire Station in Wheeling, Ohio County, West Virginia.* Co-authored with Jamie Vosvick. Archaeological Consultants of the Midwest, Inc., Wheeling, West Virginia.

Submitted to the City of Wheeling Economic and Development Department, Wheeling, West Virginia.

- 2006 *A Phase III Archaeological Mitigation for a Proposed Drainage System for the House at the James Kinney Farmstead, Smith Township, Belmont County, Ohio.* Co-authored with Jamie Vosvick. Archaeological Consultants of the Midwest, Inc. Submitted to Heritage Architectural Associates, Wheeling, West Virginia.
- 2008 *An Investigation of a Historic Cemetery Situated within the White Oaks Phase II Development Located in the Clay District, Harrison County, West Virginia.* (co-authored with Jamie Vosvick). Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Clarksburg, West Virginia.
- 2009 *A Phase I Literature Review and Reconnaissance Survey for the Proposed Mason County Public Service District Lakin-Camp Conley-Sand Hill Sewer Study, Mason County, West Virginia.* (co-authored with Olivia A. Jones). Archaeological Consultants of the Midwest, Inc. Submitted to Cerrone Associates, Wheeling, West Virginia.
- 2009 *A Phase II Archaeological Investigation of Sites 46Pu169 and 46Pu170 for the Proposed Buffalo High School Project, Putnam County, West Virginia.* (co-authored with Jamie Vosvick). Archaeological Consultants of the Midwest, Inc. Submitted to Putnam County Board of Education, Winfield, West Virginia.
- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Lincoln County Public Service District, Griffithsville Waterline Extension Project, Lincoln County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Clarksburg, West Virginia.
- 2010 *A National Register Evaluation of Four Historic Cemeteries (46Mg264, 46Mg270, 46Mg271 and the Liming Cemetery) for the Proposed New Hill West Surface Mine in Monongalia County, West Virginia.* (co-authored with Jamie Vosvick and Jennifer Carroll). Archaeological Consultants of the Midwest, Inc. Submitted to Patriot Mining, Morgantown, West Virginia.
- 2010 *A Phase I Management Summary for the Proposed Quarry Modification Project (Permit Number Q200698), Pocahontas County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Boxley Aggregates of West Virginia, Roanoke, Virginia.
- 2010 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Quarry Modification Project (Permit Number Q200698) near the Community of Hillsboro, and the Phase II Investigation of Sites 46Ph763 and 46Ph764, Pocahontas County, West Virginia.* (co-authored with Jamie Vosvick and Jennifer Carroll). Archaeological Consultants of the Midwest, Inc. Submitted to Boxley Aggregates of West Virginia, Roanoke, Virginia.

#### **MEMBERSHIPS/AFFILIATIONS:**

Society of American Archaeology

**CURRICULUM VITAE**  
**for**  
**SARAH L. POSIN**

**CURRENT POSITION:**

Assistant Field Director  
Archaeological Consultants of the Midwest, Inc.  
535 Fulton Street  
Wheeling, West Virginia 26003  
(304) 242-3155

**ACADEMIC BACKGROUND:**

Master of Science in Human Osteology and Funerary Archaeology, University of Sheffield, Sheffield, United Kingdom, September 2010

~ Completion with Merit (Honors) Grades

~ Research focus: Musculoskeletal Stress Markers of British Anglo-Saxon and Medieval

Populations, with additional research into evidence of adolescent workloads in adult specimens

~ Courses studied include: Human Osteology, Musculoskeletal Anatomy, Death and Commemoration from Classical to Modern Times, Biological Anthropology (Aging, sexing, paleopathology, etc.) Death and Burial in Anglo-Saxon and Medieval England, Research Design in Anthropology, Statistics for Biological Anthropology

Bachelor of Arts in Anthropology, Marshall University, May 2007

~ Emphasis in archaeology

~ Field school- Greenbottom State Wildlife Reserve, WV: Site on Ohio River with components consisting of a Late Archaic to Middle Woodland camping grounds and historic antebellum plantation field.

~ Minors in European History, English, and Honors Program

In addition to completion of Honors Program, also graduated Cum Laude and in Lambda Alpha Anthropology Honor Society

**EXPERIENCE:**

~Burial excavation experience

~Familiarity with Ohio River Valley Watershed prehistoric cultures

~ Mid-Atlantic/Southeastern US archaeological experience

**EMPLOYMENT HISTORY:**

October 2010-present

May-September 2009

Assistant Field Director, Archaeological Consultants of the Midwest  
Laboratory Technician

April-November 2008

Field Technician, S&ME, Inc.

Saxe-Gotha Industrial Park, Phase I, Columbia, SC

Tree House Phase III Data Recovery, Columbia, SC

Paleo to Mississippian components

Claytor Lake Hydroelectric Dam, VA

Phase II testing and Draw-down lake survey

October 2007-April 2008

Field Technician, TRC Companies

Phase I Pipeline Survey:

Mid-Continent Express Pipeline, Southeastern Oklahoma and  
Northeastern Texas

Centerpoint Energy, Loop AC, Hot Springs, Arkansas

US Gypsum Co., Bridgeport, Alabama

Village site located on Tennessee River with Archaic, Woodland,  
and Mississippian components including numerous large  
structures as well as human and canine burials



**CURRICULUM VITAE**  
for  
**JAMIE VOSVICK**

**CURRENT POSITION:**

Assistant Field and Laboratory Supervisor, Office Manager of West Virginia office  
Archaeological Consultants of the Midwest, Inc.  
P.O. Box 6005  
Wheeling West Virginia 26003  
(304) 242-3155

**ACADEMIC BACKGROUND:**

West Liberty State College, 1987-1988  
Marshall University, 1988-1991

**EXPERIENCE:**

Areas of expertise include: Archaeological Field Methods and Archival and Historic Background Research. Assisted and directed Phase I, II, and III projects, as well as written numerous CRM reports. Other skills include laboratory artifact analysis, geomorphology training, and with GPS systems. Worked in Illinois, Indiana, Kentucky, Missouri, Ohio, Pennsylvania, Tennessee, and West Virginia.

**EMPLOYMENT HISTORY:**

|              |  |
|--------------|--|
| 2003-present | Assistant Field and Laboratory Supervisor, and Office Manager of West Virginia office, Archaeological Consultants of the Midwest, Inc. |
| 1992-2002    | Field Supervisor, ASC Group, Inc.  |
| 1991-1992    | Crew Chief/Field Technician, Cultural Resource Analysts, Inc.  |
| 1990-1991    | Field Technician, GAI Engineering  |

**CULTURAL RESOURCE MANAGEMENT REPORTS (sample):**

|      |   |
|------|---|
| 2004 | <i>Phase I Archaeological Literature Review and Reconnaissance Survey for the Sewer and Water Upgrade in and Adjacent to the West Virginia Penitentiary, Moundsville, Marshall County, West Virginia.</i> Co-authored with Christopher Jackson. Archaeological Consultants of the Midwest Inc, Wheeling West Virginia. Submitted to the City of Moundsville, West Virginia and the Environmental Protection Agency. |
| 2005 | <i>Phase I Archaeological Literature Review and Reconnaissance Survey for the Wastewater Line Upgrade in West Liberty, Ohio County, West Virginia.</i> Archaeological Consultants of the Midwest, Inc, Wheeling, West Virginia. Submitted to Belomar Regional Council Wheeling, West Virginia and the Ohio County Public Service District, Wheeling, West Virginia.   |

- 2005 *Phase I Archaeological Literature Review and Reconnaissance Survey, and Deep Testing Investigation for the Proposed Wheeling Island Fire Station in Wheeling, Ohio County, West Virginia.* Co-authored with Christopher Jackson. Archaeological Consultants of the Midwest, Inc., Wheeling, West Virginia. Submitted to the City of Wheeling Economic and Development Department, Wheeling, West Virginia.
- 2007 *A Phase I Archaeological Literature Review and Reconnaissance Survey for a Proposed Waterline in Wood County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Lubeck, P.S.D., Washington, West Virginia.
- 2007 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Drainage Pattern Changes for Hardin Run within New Cumberland Park, New Cumberland, Hancock County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to West Virginia Conservation Service, Oak Hill, West Virginia.
- 2007 *A Phase I Archaeological Literature Review and Reconnaissance Survey, as well as a Deep Testing Investigation for the Proposed Sewer Separation Improvements in Center and South Wheeling, Ohio County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to City of Wheeling Economic and Community Development Department.
- 2007 *A Phase I Archaeological Literature Review, Reconnaissance Survey, and Augering for the Proposed Water Systems Improvements for the Town of Friendly, Tyler County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Cerrone Associates, Wheeling.
- 2007 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Mason County Public Service District Capacity Enhancement Project, Ashton, Mason County, West Virginia.* Co-authored with Emily Vosvick. Archaeological Consultants of the Midwest, Inc. Submitted to Cerrone Associates, Wheeling.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Phase II Wastewater Collection System Extension Project for the Town of Oceana, Wyoming County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Region I Planning & Development Council, Princeton, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Sanitary Sewer System Improvements Project near the Grant Street and 12<sup>th</sup> Street vicinity, Moundsville, Marshall County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Burgess & Niple, Parkersburg, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed New England Ridge-Bonner Waterline Project near the Town of New England, Wood County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Lubeck Public Service District, Washington, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Paw Paw Trailhead Project in the Town of Paw Paw, Morgan*

County, West Virginia. Archaeological Consultants of the Midwest, Inc. Submitted to the Town of Paw Paw, West Virginia.

- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Wetland Mitigation Project on Middle Wheeling Creek near the Town of Triadelphia, Ohio County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Ohio County Development Authority, Wheeling, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Terra Alta Park Trail in the Town of Terra Alta, Preston County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Terra Alta Betterment, Inc., Terra Alta, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Wetland Mitigation and Floodplain Creation Project on Middle Wheeling Creek near the Town of Triadelphia, Ohio County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Ohio County Development Authority, Wheeling, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Logan County P.S.D. for the Proposed Anchor Road Waterline Extension and Storage Tank Site Project in Boone County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Stafford Consultants, Inc., Princeton, West Virginia.
- 2008 *An Investigation of a Historic Cemetery Situated within the White Oaks Phase II Development Located in the Clay District, Harrison County, West Virginia.* Co-authored with Christopher Jackson. Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Inc., Clarksburg, West Virginia.
- 2008 *An Addendum to the Phase I Archaeological Literature Review and Reconnaissance Survey for the Logan County P.S.D. for the Proposed Anchor Road Waterline Extension and Storage Tank Site Project in Boone County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Stafford Consultants, Inc., Princeton, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Wadesville Waterline Project in and adjacent to the Town of Wadesville, Wood County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Lubeck Public Service District, Washington, West Virginia.
- 2008 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Valley Fill and Quarry Expansion Project (Permit No. Q-2005-87), Near Spruce Run, Randolph County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Potesta and Associates, Charleston, West Virginia.
- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Upgrades to the Greater Harrison County PSD Sanitary Sewer System Expansion (Route 73 Area) Project near the Town of Boothsville, Marion County and adjacent Harrison and Taylor Counties, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Clarksburg, West Virginia.

- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Mountain Top Public Service District Water Systems Improvement and Extension Project near the Town of Bayard, Grant County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Clarksburg, West Virginia.
- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Tunnel Ridge Beltline Project (IBR #4, Permit U200805) in Ohio County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Tunnel Ridge, Triadelphia, West Virginia.
- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed New Hill West Surface Mine in Monongalia County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Patriot Mining, Morgantown, West Virginia.
- 2009 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Cowen-Upper Glades Wastewater Treatment Plant, Webster County, West Virginia.* Co-authored with Emily Vosvick. Archaeological Consultants of the Midwest, Inc. Submitted to Thrasher Engineering, Charles Town, West Virginia.
- 2010 *A Phase I Archaeological Literature Review, Reconnaissance Survey, and Deep Testing for the Proposed Moundsville Recreational Vehicle Park in Marshall County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to the City of Moundsville, Moundsville, West Virginia.
- 2010 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Installation of a Transmitter/Antenna near South Charleston, Kanawha County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to St. Paul Radio Company, Charleston, West Virginia.
- 2010 *A Phase I Archaeological Literature Review and Reconnaissance Survey for the Proposed Installation of a Natural Gas Line at the Huttonsville Correctional Facility, Randolph County, West Virginia.* Archaeological Consultants of the Midwest, Inc. Submitted to Mountaineer Gas Company, Charleston, West Virginia.
- 2010 *A Phase I Management Summary for the Proposed Quarry Modification Project (Permit Number Q200698), Pocahontas County, West Virginia.* Co-authored with Christopher Jackson. Archaeological Consultants of the Midwest, Inc. Submitted to Boxley Aggregates of West Virginia, Roanoke, Virginia.

#### 4.2.3 Project Organization

- a. *Provide information on the personnel who will manage and persons proposed to be assigned to the project. Provide locations of firm's offices and indicate from where the project will be managed and the work performed. Provide a project organizational chart including key personnel and the proposed organization of the project team.*

Christopher Jackson, M.S., RPA will be directing all of the project. Therefore, Mr. Jackson will oversee not only the analysis of the artifacts, but also of the human skeletal remains, as well as the status and of any floral and faunal analysis.

Sarah Posin, M.S., will be conducting the human skeletal remains, while Jamie Vosvick will be conducting the artifact analysis. Ms. Posin and Mr. Vosvick will be aided in preparing the skeletal remains and artifacts for analysis by Jake Filisky, Jennifer Carroll, and Brennan Warren.

Archaeological Consultants of the Midwest has two offices. The following is the information concerning the location of these two offices.

Archaeological Consultants of the Midwest  
P.O. Box 39146  
Indianapolis, Indiana 46239

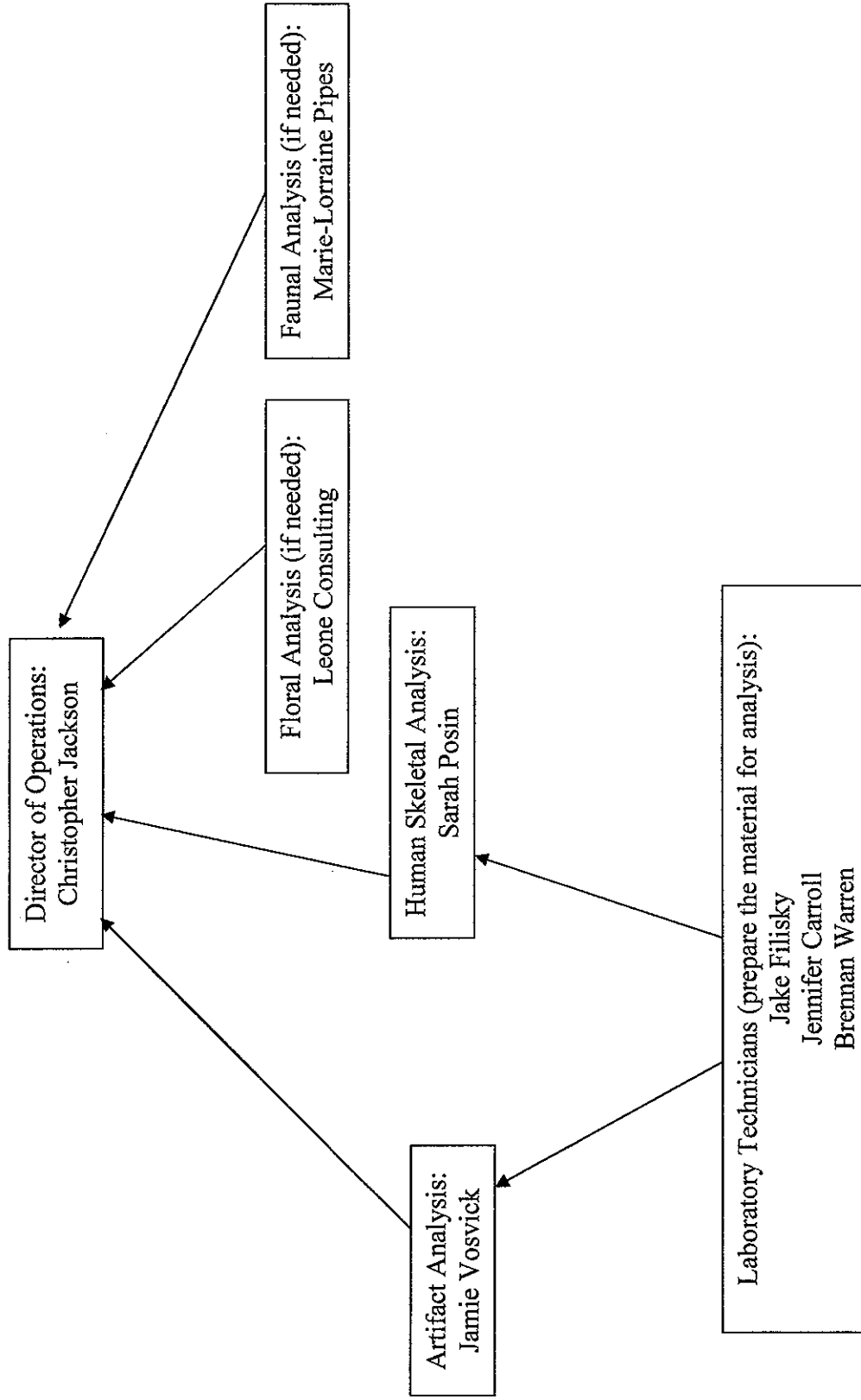
Archaeological Consultants of the Midwest  
535 Fulton Street  
Wheeling, West Virginia 26003

All of the analysis conducted for this investigation will be undertaken at the Wheeling, West Virginia office. The report will be prepared in both offices, while the report will be submitted to the Agency for review from the Wheeling office. Management of this project will be conducted primarily from the Wheeling office.

The following page is an organizational chart for this project.

- b. *Provide a statement or evidence of the firm or team's ability to provide services.*

This team has the expertise, experience, and ability to not only undertake but also complete the services needed for this project. The company has completed numerous Phase II investigations that are approximately of the size of this project. An example of this is the Phase II investigations of site 46Ph763 46Ph764. Fieldwork commenced on May 5, 2010, and a report presenting the results of the Phase II investigations of these two sites, as well as incorporating the results of the Phase I investigation for the entire project area, was submitted to the client on July 12, 2010. Thus, this team will not only be able to provide the needed services for this project, but will also be able to provide them in a timely manner.



#### **4.2.4 Demonstrated Experience in Completing Projects of a Similar Size and Scope:**

- a. Provide descriptions of relevant projects demonstrating the firm's ability to execute projects similar to those described in this Expression of Interest.*

Project Name: Phase I Survey for a Proposed Quarry Extension and Phase II Investigation of Sites 46Ph763 and 46Ph764

Project Location: Pocahontas County, West Virginia

Project Description: The Phase I survey consisted of the literature review and fieldwork for a proposed quarry extension project that was approximately 87 acres in size. The investigation inventoried four sites (46Ph764 to 46Ph767) and relocated site 46Ph763, which had been documented during a visit of the proposed tract by Division of Culture and History in 2009. Data obtained from the Phase I investigation indicated that sites 46Ph765 to 46Ph767 were not eligible for inclusion on the National Register of Historic Places (NRHP) and it was recommended that no additional work should be undertaken on these three sites. The Phase I survey did indicate that sites 46Ph763 and 46Ph764 had the potential to provide information that would enhance our understanding of the prehistory of the region; thus, it was recommended that both of the sites was potentially eligible for inclusion on the NRHP under Criterion D. Because it was determined that the two sites were potentially eligible for the NRHP, it was recommended that both sites should be avoided by the proposed quarry. If this was not possible, then a Phase II investigation should be undertaken on the two sites prior to any quarrying activities that would impact either site.

The Phase II investigation of both sites 46Ph763 and 46Ph764 consisted of the excavation of test units and mechanically stripping. Features were documented at both sites. Data collected from the investigation at site 46Ph763 indicated that the site was primarily occupied during the Paleoindian and Late Prehistory periods of prehistory. Both components utilized the site as a short term hunting camp that was constantly revisited. It was also determined that both components of the site extracted and utilized the local outcrops of Hillsdale chert. Although a great deal of information was gathered concerning these two components, it is believed that additional work at the site would only provide data that would basically concur with the Phase II investigation and not provide data that would increase our understanding of either component of the site. For this reason, it is believed that neither component at site 46Ph763 is eligible for inclusion on the NRHP under Criterion D. No further work is recommended at site 46Ph763.

The Phase II investigation of site 46Ph764 indicated that the site was primarily occupied during the Late Woodland/Late Prehistoric period of

prehistory. Data gathered by the investigation indicated that the site was utilized as a hunting camp and hide processing station. It was also determined that the site's peoples exploited the local Hillsdale chert outcrops. It is believed that further work at site 46Ph764 would only provide information that would concur with the Phase II investigation and not enhance our knowledge of the site. For this reason it is believed that the site is not eligible for inclusion on the NRHP under Criterion D. No further work is recommended on site 46Ph764.

**Type of Service:** For the Phase I survey, the service consisted of a literature review of the available archaeological data maintained at Division of Culture and History, the visual inspection of the project area and the excavation of shovel probes in those areas that had a high potential for cultural resources. Analysis of the artifacts was undertaken for all of the sites and all tools were documented.

The type of service provided for the Phase II investigation included the hand excavation of test units and the monitoring of the mechanical stripping. All test units and trenches were located in relation to a permanent datum with a transit. Also, all features were located in relation to the transit and all features were excavated. Floatation samples were collected from all cultural features and submitted to Ms. Karen Leone for analysis. No faunal remains were collected from the site. Artifacts were analyzed and distribution maps were generated in order to determine both activity areas at the site, and potential occupation zones at the site in regards to temporal affiliation. The results of the Phase I and II investigations were submitted in a final report.

**Project size:** The project was approximately 87 acres in size. The size of site 46Ph763 was approximately 68 m (north-south) by 82 m, which is a site area of 5,576 sq m. The size of site 46Ph764 was approximately 120 meters (east-west) by 60 meters, which is a site area of 7,200 sq m.

The total cost of the project was \$ 29,104.40.

**The name of project owner:** The client for this project was

Boxley Aggregates of West Virginia  
P.O. Box 13527  
Roanoke, Virginia 24035  
Contact person: Tim Mauzy

**Contract information:** The project was awarded in March 2010 and the final report presenting the findings of the Phase I and II investigations was submitted to Boxley Aggregates on July 12, 2010.



Project Name: Mitigation of the Bryan Site (46Oh65)

Project Location: Ohio County, West Virginia

Project Description: The project consists of the Phase III mitigation of that section of the Bryan site that will be impacted by the proposed IBR expansion area.

Type of Service: The type of service provided included the hand excavation of test units across the proposed site area and the monitoring of the complete mechanical stripping of the site. All features that were identified were excavated and floatation samples were collected from all of the cultural features. The floatation samples were submitted to Ms. Karen Leone for processing and analysis. This has been completed. All faunal material recovered from the site was submitted to Ms. Marie-Lorraine Pipes for analysis, which has also been completed. As well as conducting the fieldwork, Archaeological Consultants of the Midwest also developed the MOA for this project.

Project Size: The section of the site that was to be impacted was approximately .25 acres in size.

The cost for this project is \$155,946.00

Name of Project Owner: The client for this project was  
Tunnel Ridge, LLC.  
Rd#2, Box 227A, Battle Run Road  
Triadelphia, West Virginia 26059  
Contact Person: Cindy Haas

Contract information: All of the fieldwork and specialized analysis for this project has been completed. The report that presents the results of the investigation is currently being written up and is approximately 75 percent completed.

Project Name: Phase II Investigation of Site 46Pu171

Project Location: Putnam County, West Virginia

Project Description: The project consisted of the Phase II investigation of site 46Pu171. The site was documented during the Phase I survey for a proposed borrow pit; however, it was decided to alter the plans for the project prior to the Phase II investigation. Thus, the proposed project was for the construction of an athletic field for the new high school. The Phase I survey indicated that there were several buried cultural horizons at the site. Therefore, the Phase II investigation consisted of examining not only the ground surface area, but also the proposed depth of disturbance at the site. Although several features were documented at the site, it was determined that the site was not eligible for inclusion on the NRHP and no further work was recommended on those components of the site that were within the proposed depth of disturbance.

Type of service: For this project, the services provided included a controlled surface collection of the entire site area, the monitoring of the mechanical stripping of the plowzone from sections of the site, and the hand excavation of test units to the proposed depth of disturbance. The services also included the excavation of features with flotation samples collected from all of the cultural features and submitted to Ms. Karen Leone for analysis. No faunal remains were collected from the site. All of the artifacts, which included ceramics, were analyzed by Archaeological Consultants of the Midwest and all lithic tools were documented. A report was submitted that presented the results of the investigation.

Project Size: The site was approximately 4.5 acres in size.

The cost for this project was \$ 28,868.70.

Name of Project Owner: The client for this project was:

Putnam County Board of Education  
9 Courthouse Drive  
Winfield, West Virginia 25213-9348

Contract Information: The project was awarded in May 2010 and a final report that presented results of the Phase II investigation was submitted to the Putnam County Board of Education on December 13, 2010.

Project Name: Phase II Investigation of Site 46Pu169 and 46Pu170

Project Location: Putnam County, West Virginia

Project Description: To conduct a Phase II investigation of sites 46Pu169 and 46Pu170 which were documented during a Phase I survey for the proposed new Buffalo High School.

Type of Service: The type of service provided for each site consisted of the excavation of shovel probes across the landforms on which each site was located. The shovel probes were excavated at 7.5 m intervals with the purpose of documenting the stratigraphy at each site as well as determine possible artifact concentration/activity areas. Test units were also hand excavated at each site with the intention determining the potential for buried cultural deposits at each site. The excavation of the test units indicated that this potential for buried site was minimal. Also conducted at the site was the monitoring of mechanically stripped areas. Although no cultural features were documented at site 46Pu169, a small cluster of three cultural features were identified at site 46Pu170. The features were excavated and a floatation sample was submitted to Ms. Karen Leone for analysis. No faunal remains were recovered from the features.

All of the lithic artifacts and the ceramics sherds were analyzed by Archaeological Consultants of the Midwest and all lithic tools were documented.

From the investigation, it was determined that site 46Pu169 was not eligible for the NRHP and that only the area in which the cluster of features were documented from site 46Pu170 was recommended for avoidance.

Project Size: The project was approximately 16 acres in size.

The cost for this project was \$ 12,801.82.

Name of Project Owner: The client for this project was:

Putnam County Board of Education  
9 Courthouse Drive  
Winfield, West Virginia 25213-9348

Contract Information: The project was awarded in June 2009 and a report presenting the results of the Phase II investigation was submitted to the client on September 30, 2009.

Project Name: Cockayne House

Project Location: City of Moundsville, Marshall County, West Virginia

Project Description: Analyzing and cataloging the nearly 10,000 artifacts that were found within the Cockayne House. The Cockayne family donated the house and all of its contents to Marshall County. The contents date from the mid-nineteenth century to the end of the twentieth century.

Type of Service: Analyzing all of the artifacts and contents within the house. Once this had been done, then all of the artifacts were accessioned. A master computer file was then created as a record of the accession number and contents.

Project Size: The project size consisted of the number of artifacts, which was approximately 10,000.

The cost of the project was \$ 0.00. The project was done pro bono for the Marshall County Historical Society.

Name of Project Owner: The owner of the Cockayne House is:

Marshall County Historical Society  
P.O. Box 267  
Moundsville, WV 26041  
Contact person: Nila Chadwick

Contract Information: The project was begun in 2005 and completed in 2006. It should be noted that the work was primarily conducted on weekends .

- e. *Provide references for the last five clients for whom the firm has conducted projects of a similar size and type*

**Thrasher Engineering**

30 Columbia Avenue

Clarksburg, WV 26301

David Watson, Todd Kelvington, Dan Ferrell

(304) 624-4108

**A Phase II Investigation of A Multi-Component Site 46Hm113, Near the Town of Romney, Hampshire County, West Virginia. (2011-ongoing)**

**Williamson Shriver Architects, Inc.**

717 Bigley Avenue

Charleston, West Virginia 25302

Greg Williamson

(304) 345-1060

**A Phase II Archaeological Investigation of Sites 46Pu169 and 46Pu170 for the Proposed Buffalo High School Project, Putnam County, West Virginia (2009)**

**Marshall County Historical Society**

Cockayne Preservation

Moundsville, WV 26041

Nila Chaddock

(304) 281-0980

**Analysis and curation of 10,000 artifacts from the Cockayne Farmhouse Project, Glen Dale, Marshall County, West Virginia (2005-ongoing)**

**Boxley Aggregates of West Virginia**

P.O. Box 13527

Roanoke, Virginia 24035

Tim Mauzy

(540) 777-7624

**A Phase II Investigation of Sites 46Ph763 and 46Ph764, near the Community of Hillsboro, Pocahontas County, West Virginia (2010)**

**Alliance Coal Company (Tunnel Ridge)**

RD#2 Box 227A Battle Run Road

Triadelphia, West Virginia 26059

Cindy Hass

(304) 547-2900

**A Phase III Mitigation of the Bryan Site (46Oh65), Ohio County, West Virginia (2009-Ongoing)**