

# Appendix A.1

## Cultural Assessment Scope of Work

<b>1. General.....</b>	<b>1</b>
1.1. Scope of Work.....	1
1.2. Period of Contract.....	2
<b>2. Performance Work Statement Tasks and Critical Subtasks.....</b>	<b>3</b>
2.1. Intensive (100%) Archaeological Pedestrian Survey.....	3
2.2. Site Recording.....	5
2.3. Limited Subsurface Probe.....	9
2.4. Site Eligibility.....	10
2.5. <This section intentionally left blank>.....	12
2.6. Native American Graves Protection and Repatriation Act Notification.....	12
2.7. Tribal Consultation.....	12
2.8. Performance Standards – Site Recording.....	12
2.9. Acceptable Quality Level.....	12
2.10. Means of Measurement.....	12
2.11. Recording Non-Site Cultural Remains.....	13
2.12. Collections.....	13
<b>3. Deliverables.....</b>	<b>14</b>
3.1. Weekly or Session Progress Reports.....	14
3.2. Draft Site Forms.....	14
3.3. Draft Report.....	15
3.4. Final Report.....	16
3.5. Site Forms.....	17
3.6. Maps.....	17
3.7. Report Production.....	18
3.8. Disposition of Collections and other Investigation Documentation.....	19

### 1. General

This document is built on the NM IDIQ Contract Statement of Work Archaeological Survey for the Southwestern Region of the Forest Service in New Mexico. If not stated or updated in this document, follow the requirements stated in the NM IDIQ SOW.

#### 1.1. Scope of Work

The cultural resource survey contractor shall be permitted to conduct cultural resource surveys on the Carson National Forest. The contractor shall furnish all personnel, facilities, equipment,

materials, supplies and services and otherwise do all things necessary for, or incident to, the satisfactory performance of this contract in strict accordance with this document. The scope of this project will include intensive archaeological pedestrian survey as described in this contract.

## **1.2. Period of Contract**

Unless otherwise specified during the pre-work meeting, the contractor shall meet the following schedule. If no time frame for reviews and deliverables are specified below, the default review/deliverable times in the NM IDIQ contract is the default.

### **1.2.1. Records Search**

- a. Prior to beginning fieldwork, the contractor will complete a literature and GIS data review (see 2.1.1 below).

### **1.2.2. Fieldwork**

- a. At the end of each field session or prior to the next field session the contractor will provide the following information:
  - i. Number of acres surveyed
  - ii. Approximate location of completed survey.
  - iii. Number of new sites encountered
  - iv. Number of previously recorded sites encountered
  - v. Number of IOs
  - vi. Geospatial data of sites and IOs.
  - vii. Field copies of site forms and IO forms (forms can be handwritten but need to be legible).
- B. Forest Service inspections of field work will be ongoing throughout the fieldwork portion of the contract. If issues are identified COR will communicate issues to the CO and the contractor. Fieldwork will be accepted or not accepted no later than 20 business days after the receipt of the final fieldwork deliverables.

### **1.2.3. Draft Report and Draft Site Forms**

Draft Report and Draft Site Forms will be completed and delivered no later than 20 business days after the completion of fieldwork. Draft report and draft site forms should be submitted as a word document.

- a. A complete draft of all deliverables is expected and includes but is not limited to IO forms, all associated maps with site forms and report., photographs, artifact analyses,

geospatial data, and management recommendations. See Section 3.3 for further requirements.

#### **1.2.4. USFS COR Review of the Draft Report and Draft Site Forms**

USFS COR review of the draft report and draft site forms will be completed with comments and suggested changes (if necessary) delivered to the contractor no later than 15 business days after the receipt of the draft report and site forms.

#### **1.2.5. Final Report**

No more than three paper copies (or less if decided during the prework meeting) and both Word and PDF electronic copies of final report, site forms, and accompanying documents and data (see 3.4 - 3.7 below) completed and delivered to the USFS, postmarked no later than 15 business days after the receipt of the USFS Representative's Draft Report Review. Digital copies of final deliverables will be submitted in the format requested.

#### **1.2.6. Inspection**

USFS COR will inspect and accept or reject work as appropriate at any time during the period of contract until the final report and associated deliverables are accepted. Upon rejection work will be returned to Contractor for correction. If work is accepted, then recommendation for payment of invoice will be forwarded Representative/ Contracting Officer's Representative.

## **2. Performance Work Statement Tasks and Critical Subtasks**

### **2.1. Intensive (100%) Archaeological Pedestrian Survey**

The contractor will be required to survey all the project area acres according to USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook and the following specifications.

This requires pedestrian survey on the Carson National Forest by systematic intensive (100%) inspection of the ground surface along trail alignment 15 meters from center line. The field director may use their professional discretion to exclude potentially unsafe areas from the survey coverage, provided the USFS is consulted. It is at the discretion of the Forest Archaeologist for areas with slopes greater than 40 percent not be required to be excluded from 100% pedestrian survey. However, acreage with greater than 40 percent slope should be visually inspected for the potential of caves, rockshelters, rock art, mining features, or other site types known to occur on steep slopes that have the possibility to be adversely effected by project activities. Non-surveyed areas will be documented in the project report and reflected on the project survey map.

### **2.1.1. Records Search**

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

At a minimum, this includes the inspection of the CNF site and survey spatial data; records of Forest Service facilities that may be greater than 50 years in age, GLO plats; NMCRIS files available through the Archaeological Records Management Section (ARMS); and all survey reports and records available at the CNF Supervisor's Office or appropriate district office(s) that deal with previous fieldwork in the vicinity of the project area.

### **2.1.2. Locate, identify, and describe/document**

Locate, identify, and describe/document all cultural resource sites and isolated occurrences which can reasonably be detected from an inspection of the ground surface. Potential Traditional Cultural Properties (TCPs) shall be referred to COR for further evaluation.

### **2.1.3. Previously Recorded Sites**

All previously recorded sites in the project area will be assessed during the survey and documented to current standards on appropriate forms and in appropriate databases.

### **2.1.4. Survey Velocity**

As Specified in NMAC 4.10.15.10.C the amount of area surveyed including recording time should not exceed a rate of 30 acres per person per eight hours of survey calculated for the survey project as a whole and not daily. Terrain and the number and complexity of cultural resources influence survey velocities. When survey velocities are greater than this standard, include an explicit explanation in the survey report. USFS will evaluate the explanation and results of the survey and may request that the survey or portion of the survey be re-inventoried if the justification is inadequate.

### **2.1.5. Performance Standards – Intensive Survey**

The contractor will conduct a complete 100% pedestrian survey utilizing 15 meter or less transects of the entire project area in the manner specified in the USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook and/or other specifications described in the task order.

### **2.1.6. Acceptable quality level:**

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

### **2.1.7. Means of Measurement**

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

## **2.2. Site Recording**

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

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

### **2.2.1. Site Documentation**

Site documentation will adhere to the following:

#### **A. Numbering**

- a) The Forest AR site number will be used as the primary site identifier (i.e. in text, site narratives, tables, maps, etc.).
- b) Laboratory of Anthropology (LA) site numbers will be assigned after the USFS has reviewed the draft site forms at the completion of the fieldwork.

#### **B. Datum**

- a) A datum tree or other convenient, fairly permanent object, such as a fence post, will be established as near as possible to the center of the site or next to a prominent feature of the site.
- b) An aluminum tag with the site number will be attached to the datum at the base and on north side of tree with an aluminum nail.
- c) The site datum will also be identified by placing three bands of white flagging around or on it. This marking system is not always possible at each site. Any

deviation from this system should be discussed with the USFS Representative and documented on the site form and in the report.

- d) The datum spatial coordinates, location, and description will be included in the site form. A photograph of the datum will be included in the site photo record.
- e) If a site is in a location with no suitable object near the center to act as a datum an object on the boundary or within 10 meters of the boundary may be used. If there are no suitable objects within that distance no tag will be required. In these instances, spatial coordinates will need to be taken for the location of the tagged object and at the center of the site. An explanation of why this action was taken will also need to be included in the site form.

#### C. Boundary

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

#### D. Spatial (GPS) Data

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

#### E. Mapping

Include the following on each site plan map if applicable:

- a) Accurately depict and label all recorded features and key them to descriptions in the site form. UTM locations of features along linear sites such as railroads and acequias should be listed in the site form and referenced on the map.

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

#### F. Photographs

Digital photographs will be taken of all sites. The photographs will be printed on a photo record which is a component of the final site record.

- a) One photograph, at minimum, will be a site overview and include the marked datum tree.
- b) Photograph all key diagnostic artifacts with a scale. A drawing can also be done of diagnostic artifacts.
- c) Photograph all features with a scale. A scale drawing of features can also be done where appropriate.

#### G. Artifacts

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

#### H. Historic Sites

All historic period sites (i.e., can dumps, homesteads, cabins, etc.) will have a representative sample of diagnostic artifacts documented. Maker's marks, detailed sizes, and types will be listed and counted and a few artifacts with specific assignable dates will be photographed illustrating diagnostic elements. The representative sample will include

examples of each diagnostic artifact type present. Aside from a count, it is not necessary to document multiple examples of the same diagnostic artifact type. This information and the photographs should be an integral part of the site form and not simply attached as an appendix to the report. Types of historic sites and exceptions to how historic sites are recorded on the CNF will be discussed in the pre-work meeting.

#### I. Management Recommendations

All site narratives will include management recommendations. Assessment of fuel types and loads at sites, site fire sensitivity, and site protection measures during vegetation thinning and prescribed burning activities is required. If sites are located within a road assessment of road impact, and assessment of impacts of routine road maintenance will be included. During the pre-work meeting, a list of proposed project activities will be given to the contractor to enable them to write appropriate management recommendations.

#### J. Site Record

All sites will be documented on a CNF Site Form (a modified version of the NM LA site form). A final and complete site record requires the following components at a minimum.

- a) CNF site form (provided)
- b) Location Map
- c) Plan Map
- d) Photo Record (template provided)

#### K. Data Entry

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

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



### **2.2.2. Previously Recorded Sites**

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

This contract requires the contractor to verify the location and description of previously recorded sites within the survey area. These sites will require, at a minimum, a completed site update form (CNF form), including photographs. New GPS readings of the site boundary and datum are required, if the site has not been visited in the last three (3) years then it is also required that new GPS data is taken for features. If the previous documentation is inaccurate or of poor quality or if the Carson National Forest files do not contain all site record components (CNF form, location map, plan map, photo record), a complete site re-recording must be completed in accordance with section 2.2.1.

Previous NRHP eligibility determinations should reference NM SHPO HPD log number and date of SHPO comment.

### **2.3. Limited Subsurface Probe**

Limited subsurface probes may or may not be authorized for a specific task order. This will be discussed at the prework meeting. Limited subsurface probes are defined as limited auguring, trowel or shovel probes. Limited subsurface probes will be conducted to verify the absence or presence of cultural deposits in support of making a recommendation for a site's NRHP eligibility. Probes will be designed to meet these objectives without substantially damaging or diminishing the integrity of the cultural deposits and features. If intact cultural deposits, features, etc. are encountered, testing will stop in the area of the discovery and the results will be documented. For unevaluated sites, these limited probes are part of the inventory process. Limited probes to support a determination of eligibility does not require pre-consultation with the State Historic Preservation Office or tribes. Limited probes may not serve as mitigation.

- A. Do not probe features. Use probes only to determine if deposits are cultural, and only when not sure.
- B. Any probes beyond that described above is considered formal testing and is not authorized, nor required, as part of this Statement of Work.
- C. Probe documentation will be included in the report and on the site forms in either narrative or tabular format, and must include the following:
  - a) Rationale
  - b) Type of probes conducted (shovel, trowel, auger)
  - c) GPS all individual probe locations
  - d) Depth
  - e) Soils encountered

- f) Cultural materials, if any, encountered. Document and replace any material in probe.
- D. Site maps must also include probe locations keyed and numbered to match site form and report narratives.

## 2.4. Site Eligibility

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

For precontact sites, subsurface probes using trowel/shovel/hand auger tests in an artifact concentration or site boundary should be completed with negative results and a brief description of soil depth based on the probes before a site can be called "Not Eligible." The number of test locations is at the discretion of the heritage contractor but will not exceed one square meters in aggregate and must be justified in the site eligibility determination.

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

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

- A. *Apply the criteria for integrity and significance to evaluate each property over 50 years old identified during the survey pursuant to 36 CFR Part 60.4. Identify the property as a district, site, building, structure or object. Indicate whether the property should be listed on the state register or should be determined as eligible for national register listing. Properties less than 50 years old should be evaluated if it is apparent that they will be eligible for the state or national registers within 5 years of the date of survey. Properties less than 50 years old that may be eligible for inclusion in the national register based on exceptional significance should be evaluated using national register criteria consideration G. If a property has been previously nominated for either the state or national registers, discuss the register status of the property.*
- B. *Significance statement. Prepare a clear statement of significance for each archaeological site, historic structure or building, or other cultural property identified during the project. Indicate the level of significance as local, state or national and include in the technical report.*
  - 1. *If the cultural property is recommended as not significant or not eligible for listing, provide a clear discussion and complete documentation to support the recommendation. For archaeological sites, the discussion shall demonstrate that the site has been thoroughly studied, that surface artifacts and features have*

*been recorded and that sufficient subsurface tests have been performed to support a conclusion that the site is unlikely to contribute important information. The lack of subsurface deposits is not in itself sufficient to support a recommendation that a site is not significant or not eligible. If the cultural property is from the historic period, provide basic archival documentation to augment field information and support the significance evaluation.*

- 2. If the cultural property is recommended as significant or eligible for listing, provide evidence supporting its significance including reference to historic contexts and scholarly research in the region. Include a specific, evidence-based argument, linked to specific research topics and characteristics (historic values) observed. The recommendation shall be documented on the LA archaeological site record, HCPI form or other HPD-approved inventory form. For archaeological sites provide detailed descriptions of the types and numbers of surface artifacts and the types and numbers of features visible on the surface or in arroyos or road cuts. The presence of a large artifact scatter or the potential for subsurface deposits is not sufficient information to support an eligibility recommendation without additional discussion. If the cultural property is historic, include the results of archival research to support the evaluation.*
- 3. Survey data alone may not be sufficient to evaluate the property. For archaeological sites, it may be necessary to conduct more extensive test excavations, beyond survey-level study and limited tests, to gather sufficient information to evaluate the specific research potential to support a recommendation for listing or not listing the property on the state or national registers. Additional archival research and detailed documentation may be necessary to evaluate the specific potential and criteria for historic structures, buildings and engineering features. Provide a clear explanation that details the need for additional information. Document the recommendation on the LA archaeological site record, the HCPI form or other HPD-approved inventory form.*  
*[4.10.15.16 NMAC - N, 1/01/06]*

In addition, the First Amended Programmatic Agreement (PA) Appendix B stipulates properties that may be considered eligible under the agreement. If using Appendix B, it must be referenced in Section 4 of the Site form

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

- Properties with clear evidence for the presence of structures (historic structures, pueblos, pithouses, teepee rings, etc.)*

- *Properties with hundreds of surface artifacts*
- *Properties with clearly visible evidence of buried cultural deposits*
- *Properties with rock art*
- *Properties that clearly meet the National Register listing requirements in State historic contexts, existing multiple-property contexts, or SHPO-approved Forest-level historic contexts*

## 2.5. <This section intentionally left blank>

## 2.6. Native American Graves Protection and Repatriation Act Notification

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

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

## 2.7. Tribal Consultation

The USFS will conduct all government-to-government tribal consultation.

## 2.8. Performance Standards – Site Recording

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

## 2.9. Acceptable Quality Level

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

## 2.10. Means of Measurement

A field inspection of a minimum of four sites and maximum of 10% of the newly recorded sites and/or previously recorded sites; review and verification of the contractor's draft site forms; and review of the contractor's Quality Control records. If the inspection show that sites were not

recorded in accordance with section 2.2 of this contract, field inspections of up to an additional 10% of sites may be conducted. The results of the field inspection may result in a request for GPS data collected for sites during field inventories. GPS data must be provided upon request.

## **2.11. Recording Non-Site Cultural Remains**

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

### **2.11.1. Performance Standards – Recording Non-Site Cultural Remains**

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

### **2.11.2. Acceptable Quality Level**

One hundred percent documentation of encountered isolated occurrences.

### **2.11.3. Means of Measurement**

An arbitrary random field inspection by the Government, the verification of the contractor's Quality Control Plan records, and the data documented in the contractor's report. The results of the field inspection may result in a request for raw GPS data collected for IOs during field inventories. Raw GPS data must be provided upon request.

## **2.12. Collections**

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

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

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

### **3. Deliverables**

During the period of actual on the ground survey performance:

#### **3.1. Weekly or Session Progress Reports**

- A. Submit at the end of each week or session of fieldwork.
- B. At the end of each week or field session the contractor will provide the following information:
  - a. Number of acres surveyed
  - b. Approximate location of completed survey.
  - c. Number of new sites encountered
  - d. Number of previously recorded sites encountered
  - e. Number of IOs
  - f. Geospatial data of sites, and raw transect data and IOs.
  - g. Field copies of site forms (forms can be handwritten but need to be legible).

#### **3.2. Draft Site Forms**

- A. Provide one digital copy of each of the following items:
  - a. All draft site records in Word format (CNF form, plan map, and any other form).
  - b. All IO forms or IO table in word format.
  - c. Draft topographic maps (1:24,000 scale) showing all site and IO locations.
- B. Spatial/GIS data for survey, sites, and IOs in CNF geodatabase format.
- C. Quality Control Plan narrative and all forms utilized to assure the quality of the survey and recording meets the standards set forth in the Statement of Work.

- D. Do not obtain State of New Mexico SHPO numbers (NMCRIS/LA numbers) for the sites or the reports until all comments and corrections received from the USFS review of fieldwork deliverable have been completed within the draft site forms and report.

### 3.3. Draft Report

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

- a. One copy of each complete site record (CNF site form, location map, plan map, photo record, fuel load assessment form) with previously requested corrections and comments addressed.
- b. One copy of each IO form or IO table with previously requested corrections and comments addressed.
- c. Topographic maps (1:24,000 scale) including Township, Range and Sections, showing all site and isolated occurrence locations with previously requested corrections and comments addressed.

### **3.4. Final Report**

#### **3.4.1. Copies**

No more than three paper copies (or less if decided during the prework meeting) and both MS Word and PDF of the final report which describes, in narrative format, the survey location, methodology, management recommendations (narrative and tabular), and results. The report will be used for National Historic Preservation Act, Section 106 consultation between the USDA Forest Service and the New Mexico State Historic Preservation Office and as such, will provide sufficient information with which to conduct these procedures.

#### **3.4.2. The final report must be accompanied by the following:**

- A. One copy of the Quality Control Plan
- B. Three hard copies of each of the following items (or as decided during prework meeting):
  - a. Complete site records (CNF site form, location map, plan map, photo record, and other forms)
  - b. All artifact recording forms, with diagnostic artifact drawings
  - c. Isolated occurrence forms, with diagnostic artifact drawings, and all other appropriate recording forms
  - d. All GIS-prepared 7.5-minute (1:24,000 scale) USGS topographic maps clearly showing the locations of all new and previously recorded cultural resources, the survey boundaries, and the project location including Township, Range and Sections.
- C. Digital Files:
  - a. Final report in Microsoft Word and PDF formats.
  - b. Final site records in Microsoft Word format and PDF formats. PDFs will include the site form and all associated site materials in a single PDF and be labeled: 0302DDXXXXX\_LAXXXXXX \_date of field visit (in YEARMMD format). 03 =



Region, 02 = Carson NF, DD = Ranger District: 01 = Canjilon, 02 = El Rito, 03= Jicarilla, 04 = Camino Real, 06 = Tres Piedras, 07 = Questa.

- c. Final isolated occurrence table in Microsoft Word/Excel format. Also, table will be included within the body of the report.
- d. PDF copies of all site location and site plan maps.
- e. Spatial/GIS data for project (surveyed area, unsurveyed area, and project boundary), for sites (boundary, datum, features), and for IOs in CNF geodatabase format.
- f. Digital photographs with photo log.
- g. Copies or originals of crew field notes/logs.

### **3.5. Site Forms**

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

### **3.6. Maps**

#### **3.6.1. Scale**

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

#### **3.6.2. Size**

Maps may be larger than standard size (8 ½" x 11") pages as necessary to accurately depict locational information for the project, sites, and IOs.

#### **3.6.3. Heading**

All topographic maps included in the report will contain a heading in accordance with the standards set forth in the USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook.

#### **3.6.4. Numbering**

Sites numbers on maps will include both FS Site number and LA number.

### 3.7. Report Production

- A. The pages must be unbound and standard size (8 ½” x 11”). Maps and tables may be larger than 8 ½” x 11” as necessary.
- B. The cover and title page will carry the statement that the work was “Prepared for the USDA Forest Service, Carson National Forest, New Mexico” and will clearly show the Carson National Forest report number as assigned.
- C. The Forest AR site numbers will be used as the primary site identifiers (i.e. in text, site narratives, tables, maps, spatial data, etc.).**
- D. All hand prepared pages such as maps and drawings must be of professional quality and legible when reproduced in black and white.
- E. Offset printing or high-quality photocopying will be acceptable for the text. The report must be clean and suitable for reproduction.
- F. The various recording forms and the topographic maps showing project and cultural resource locations should be originals.
- G. The report will be returned to the contractor if there are editorial or typographic errors, reproduction or production flaws, format/content discrepancies or any other problems, which cause it to be of less than professional quality.**
  - a. Any additional costs to bring the report to acceptable quality will be at the contractor’s own expense.
- H. In addition to the three copies of the written final reports and supporting documents, a copy of the final report and all accompanying forms and photographs will be submitted in digital format (in shared external box folder) in Microsoft Word and PDF format.
  - a. Electronic files will also include PDF copies of all site location maps and site plan maps.
  - b. Electronic files will also include spatial/GIS data for project (surveyed area, unsurveyed area, and project boundary), for sites (boundary, datum, features), and for IOs in CNF approved format.
- I. Any sites, features or artifacts discussed in the body of the report must have photos and could also have quality illustrations included with the description as an integral part of the report and NOT in a separate appendix.
- J. All spatial data (maps, site geodatabase, IO locational data, etc.), site forms, photographs and any project related documentation shall be provided in usable/editable electronic format. **All written text and forms must be in Microsoft Word and PDF format.**

### **3.8. Disposition of Collections and other Investigation Documentation**

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

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