

**CITY OF NEWTON  
PURCHASING DEPARTMENT**

***CONTRACT FOR THE PLANNING DEPARTMENT***

**REQUEST FOR PROPOSAL:  
CITY-WIDE ARCHAEOLOGICAL SURVEY  
*RFP #10-21***

**OCTOBER 2009**

**David B. Cohen, Mayor**

# CITY OF NEWTON, MASSACHUSETTS

## PURCHASING DEPARTMENT

[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)

Fax (617) 796-1227

October 23, 2009

## ADDENDUM #1

### REQUEST FOR PROPOSAL #10-21

## CITY-WIDE ARCHAEOLOGICAL SURVEY

THIS ADDENDUM IS TO: **Answer the following Question:**

**Q1.** Item 8 of the Scope of Work specifies "a Ground Penetrating Radar survey of the East Parish Burying Ground (Centre and Cotton Streets) to identify the proper boundaries as well as known and unknown buried features and provide management recommendations in a self-contained report available to the public as well as city staff."

Our sub-consultant has suggested that an alternative method or methods other than ground penetrating radar might be more helpful in identifying the boundaries of the burying ground, and for identifying known and unknown features within the cemetery.

My question is:

May we submit a technical proposal that incorporates an alternative method or methods for defining the burial ground boundaries and identifying sub-surface features, or will the City only entertain proposals that employ ground penetrating radar?

**A1. Alternative methods of examining the East Parish Burying Ground to determine its boundaries and locate known and unknown buried features will be considered. However, such methods must be non-ground disturbing. The City reserves the right in determining which method or methods will be used. Approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. Proposals must include ground penetrating radar as one of the method options.**

**PLEASE NOTE: there will be no increase in the rate of pay for any alternate method, if accepted.**

All other terms and conditions of this bid remain unchanged

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM**

Thank you.



Re Cappoli  
Chief Procurement Officer

**CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT**

**October 15, 2009**

**REQUEST FOR PROPOSAL No. 10-21**

**CITY-WIDE ARCHAEOLOGICAL SURVEY**

**I. DECISION TO USE COMPETITIVE SEALED PROPOSALS**

The *Chief Procurement Officer* has determined that in order to select the most advantageous proposal for a archaeological services for the City of Newton Planning and Development Department, comparative judgments of technical factors will be necessary. The City believes that the individual(s)/firm serving in this capacity must have a broad range of experience with Archaeology, History, Historic Preservation, and Remote Sensing Equipment.

In addition, the City believes, the individual(s)/firm must also have extensive knowledge within the Archaeology, Anthropology field as well as specialized training in archaeological field, laboratory or library research along with field and laboratory experience with prehistoric and historic archaeological sites and specimens and be able to demonstrate that they will adhere to the regulations of 950 CMR 70.00 and policies and procedures established by the Massachusetts State Archaeologist.

**II. INSTRUCTIONS TO PROPOSERS**

- A. GOVERNING LAW and DEADLINE FOR SUBMISSION: All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, no later than **10:00 a.m., October 29, 2009.**

**Four (4) hard** copies and **ONE (1) CD** of the PROPOSAL.

Envelopes shall be marked:

**“PROPOSAL - RFP #10-21 City-wide Archaeological Survey”**

**Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.**

**Faxed proposals will not be accepted.**

The City of Newton’s Purchasing Dept. will convert to an email notification system of all upcoming public bids effective July 1, 2009. If you wish to receive notification of bids, please email us your company information to [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) , otherwise you may view all City of Newton public bids online at [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids) .

- B. QUESTIONS/ADDENDUMS: Inquiries involving procedural or technical matters should be directed in writing, no later than 72 hours prior to proposal submission to:

[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) or facsimile (617) 796-1227  
Re Cappoli, *Chief Procurement Officer*  
Purchasing Department  
City of Newton  
1000 Commonwealth Avenue  
Newton, MA 02459

ADDENDUM: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/Cover Page which shall be placed as the first page of the "Technical Proposal" as well as in the designated line of the "Price Proposal".

Addenda will be posted online and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the Request for Proposal from the internet, you must make your company known to the City of Newton, Purchasing Dept. by emailing or faxing your company's: name, address, phone, fax, and email address and include the RFP NUMBER (#10-21) and project title. It is the contractor's sole responsibility to ensure that they have received all addenda's prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids)

If you have downloaded the RFP please be sure to email us ([purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)), your Name, Address, Phone and Fax numbers, email address and what RFP number and project title you have downloaded.

- C. EXAMINATION OF DOCUMENTS: Each proposer shall be satisfied, by personal examination of the location of the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
- D. The City of Newton will reject any and all bids when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids in whole or in part, if it be in the public interest to do so.
- E. TIMELINE:

<b>RFP Released</b>	<b>: October 15, 2009 @ 10:00 a.m.</b>
<b>Questions submitted</b>	<b>: October 22, 2009 @ 10:00 a.m.</b>
<b>Addenda w/Answers</b>	<b>: October 27, 2009 @ 10:00 a.m.</b>
<b>Proposal Submittal</b>	<b>: October 29, 2009 @ 10:00 a.m.</b>
<b>Award:</b>	<b>: December 28, 2009</b>

### III. EVALUATION OF PROPOSALS

There will be no public opening of submitted proposals. Following the deadline for receipt, the *Chief Procurement Officer* will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical proposals shall be evaluated by individuals within the City of Newton requesting department designated by the *Chief Procurement Officer* who shall prepare their evaluation based on the criteria contained herein.

Upon completion of the technical evaluation, the *Chief Procurement Officer* will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals and to award a contract as determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

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# Request for Proposal No. 10-21

## Scope of Work

### A. Introduction

The City of Newton through its Planning Office, seeks a qualified firm to undertake a community-wide reconnaissance level survey to identify the patterns of prehistoric and historic occupation and activity in Newton, and to determine known and probable locations of archaeological resources associated with these patterns. The archaeological survey will be conducted city-wide. The information and accompanying recommendations will be presented in a final report Microsoft Word electronic format and hardcopy to the Project Manager no later than October 29, 2010, that will allow more effective protection of significant archaeological resources in the City, through existing and potential future public permitting and approval processes and through ongoing public and private efforts at land acquisition and protection. The project is designed to provide professional cultural resource expertise to the City of Newton to undertake a reconnaissance archaeological survey project. Specific project tasks will include the following:

1. Identify known and potential prehistoric and historic period archaeological sites in Newton, and to apply the National Register criteria to known sites when possible.
2. Develop city-wide archaeological sensitivity map(s) to be depicted on the City assessor's maps for both prehistoric and historic period archaeological sites.
3. Develop an accompanying guide to understanding and using the archaeological sensitivity map(s) for non-professionals.
4. Develop management recommendations for the protection of identified resources and sensitive areas, including recommendations for local and/or regional bylaws and/or review procedures, and for public and private land acquisition, protection and management strategies.
5. Prepare a professional archaeological reconnaissance survey report meeting the standards of 950 CMR 70.14 and the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 190).
6. Complete new and updated historic and prehistoric site forms, including black and white photographs for all archaeological resources identified during the survey.
7. Incorporate the findings and recommendations of the project into Newton's Comprehensive, Preservation, Community Preservation, and Open Space Plans.
8. Complete a Ground Penetrating Radar survey of the East Parish Burying Ground (Centre and Cotton Streets) to identify the proper boundaries as well as known and unknown buried features and provide management recommendations in a self-contained report available to the public as well as city staff.
9. Complete a popular report on archaeology in Newton (approx. 50 pages) including information on archaeology and specific Newton sites (in compliance with confidentiality regulations), including photographs and illustrations drawing on information gathered from the technical report. The City of Newton retains authorship and reproduction control of the popular report. Contractor will be duly credited.
10. Provide information in both an electronic format, Microsoft Word, and a hardcopy that will assist the City Planning Staff, the Board of Alderman, Mayor, and other City agencies when they review projects.

**The Contractor will not be reimbursed for any expenses, travel, etc. The City will not provide a work space, supplies, or equipment for the work under this contract. All contractor costs must be included in the price of the contract.**

## B. Methodology

### The Analytical Framework:

The archaeological reconnaissance survey and report must use Massachusetts Historical Commission (hereinafter MHC), criteria and methodology to current standards. See MHC's *Public Planning and Environmental Review: Archaeology and Historic Preservation* and *State Archaeologist's Permit Regulations* (950CMR 70.00), *The Protection of Properties Included in the State Register of Historic Places* (950 CMR 71.00), *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), and *Guide to Prehistoric Site Files and Artifact Classification Systems* (1984). These publications are all incorporated into this request for proposals by reference.

The MHC criteria for conducting an archaeological reconnaissance survey are designed to identify archaeologically sensitive areas. Although the survey methodology is not specifically designed to identify all archaeological sites within a particular area, some may be found as a result of the reconnaissance. Information recovered from local sites and regional studies and environmental data are analyzed within commonly accepted predictive models for the identification of sensitive areas and predictions relating to the sites that are expected to exist. Known sites will also be evaluated for their potential or known eligibility for listing on the National Register of Historic Places.

Information contained in the MHC's Inventory of Historic and Archaeological Assets of the Commonwealth can also expand on these patterns and recommendations by providing inventoried prehistoric and historic archaeological sites as well as extant structures as examples of potential in the community.

The *MHC Reconnaissance Survey City Report for Newton* (1981), City Reports for other Boston area communities, and the corresponding regional report, will provide a preliminary framework and basis of information for this analysis, as will information contained in the MHC's Inventory of Historic and Archaeological Assets of the Commonwealth, and related archaeological survey reports on file at MHC. These publications are all incorporated into this contract by reference.

### ***Project Overview:***

The contractor shall be responsible for completing each task within the time frame stated here in this RFP in addition to completing all tasks in all four phases of work under this contract within **10 months from the day of full contract execution**. All work must be completed using this scope of work and following the MHC guidelines. The contractor will be working closely with the Newton Planning Department, Newton Historical Commission, and the MHC.

### ***Reporting procedures***

At the end of each project phase the Contractor will submit products for review and comment. Draft reports shall be submitted in electronic Microsoft Word format and hardcopy to the Preservation Planner for comment. Note that the original copies of the final map(s) must be prepared with archivally stable materials. (E.g., a vellum map protected by a buffered acid-free and lignin free enclosure. Digital copies of archaeological sensitivity maps to be used with the City's GIS system will be provided to the Newton Planning Department in an Arc GIS format. Each reconnaissance final report must also include a copy of the archaeological sensitivity map(s) and guide. Two hardcopies of the final reconnaissance report will be provided to the Newton Planning Department, one hardcopy for the Tribal Historic Preservation Office of the Wampanoag Tribe of Gay Head Aquinnah, one copy for the Tribal Historic Preservation Office of the Wampanoag Tribe of Mashpee and four hardcopies (including two for the State Archaeologist) for the MHC. One final electronic copy of the reconnaissance report and two final electronic copies of the popular report will be provided to the Newton Planning Department. One electronic copy of the final popular report must be in a Microsoft Publisher editable format to allow for future updates and one must be print ready in a PDF format. Fifty (50) hardcopies of the final popular report must also be provided to the Newton Planning Department for distribution and five (5) hardcopies to the MHC.

#### Phase 1:

- Application for State Archaeologist's permit.
- Draft City wide maps of known site locations and archaeologically sensitive areas.
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#### Phase 2:

- Outline of reconnaissance archaeological report and popular report for review and comment.
- New and updated site forms for prehistoric and historic archaeological sites.
- Draft findings report of ground penetrating radar survey for review and comment.

Phase 3:

- Draft archaeological sensitivity map(s) and guide.
- Draft reconnaissance survey report and popular report.
- Final management recommendations and bylaws.

Phase 4:

- Final archaeological sensitivity map(s) and guide.
- Final archaeological sensitivity map(s) and guide on GIS Database.
- Final archaeological reconnaissance report, popular report, and management recommendations.
- Two public education programs.

***Project Phases:***

Contractor and project coordinator will meet in Newton City Hall to review project progress and products at the end of each phase. Work to be carried out during each phase, and the products due at the end of each phase are described below.

**Phase 1 - (12 weeks)**

**TASKS:**

- Meet with the Newton Planning Department staff, Newton Historical Commission (NHC) at City Hall and separately the Massachusetts Historical Commission (MHC) to discuss the scope of the project and to assess available archival materials, informants, and institutions to be consulted as part of the project.
- File a permit application (950 CMR70) with the State Archaeologist and receive permit before starting work.
- Review and evaluate local historical sources including the Newton History Museum's archaeological collection and other pertinent information, such as surficial and bedrock geology, USDA soil maps, historic period maps, USGS maps (current and past editions), aerial photographs, and publications available at local and state repositories, as well as available information from the Inventory of Historic and Archaeological Assets of the Commonwealth at MHC (including archaeological reports of professional surveys, MHC collections survey reports, and the computerized prehistoric database), and published and unpublished literature available at the Newton History Museum, libraries and City hall. Research should also be conducted at various local New England museums, including the Robbins Museum, to determine and identify any collections or materials held by them originating in the City of Newton.
- Interview local collectors and other knowledgeable persons, including local members/representatives of the Wampanoag Tribe (such as the Tribal Historic Preservation Office of the Wampanoag Tribe of Mashpee and Wampanoag Tribe of Gay Head Aquinnah, the Wampanoag Confederacy, the Commission on Indian Affairs and Conservation and Historical Commission members for information relating to known and potential sites and important issues.
- Field check and verify information on archaeological sensitivity by performing a surface reconnaissance on a sample of locations as necessary. Field check all recorded archaeological site locations in order to update inventory forms on current conditions. Assess topography, patterns of disturbance, and areas of low sensitivity to refine the results of the review and evaluation of the sources above. Field reconnaissance results will be incorporated into the archaeological sensitivity map to be prepared.
- Summarize the City's prehistoric and historical development and ecological and topographical conditions in order to develop a specific predictive model for locating prehistoric and historic sites in Newton.
- Review sample by-laws, regulations and plans on file at MHC for archaeological review and planning for other Massachusetts communities.
- Apply the National Register criteria to all known archaeological sites in the City of Newton.
- Verbally update the local project coordinator (LPC) on a monthly basis so that he/she can report to the historical commission who in turn can keep the City aware and updated on the survey progress.

END PRODUCTS: These are products required upon completion of the tasks listed above.

- Application for State Archaeologist's permit.
- Written summary of research, fieldwork, and summary of predictive model.
- Outline of management recommendations, including types of and procedures for local project review of projects that may have an impact on local archaeological resources.
- List of known archaeological sites in the City and recommendations as to their National Register potential.
- Draft City wide maps of known site locations and archaeologically sensitive areas for both prehistoric and historic period resources, on a base map showing environmental conditions (USGS map or equivalent).

**Phase I will be completed by March 26, 2010.**

**Phase II (8 weeks)**

TASKS:

- Based on research, fieldwork and the predictive model, prepare outline of reconnaissance survey report and popular report for review by the Newton Planning Department and the MHC.
- Meet with the Newton Historical Commission and representatives of the City of Newton, including the Board of Aldermen, to assess permitting and approval processes, local bylaws, existing City planning and review mechanisms, and land acquisitions and protection strategies potentially relevant to archaeological resource planning and protection.
- Based on research and interviews, prepare outline of archaeological planning recommendations for review by the Newton Planning Department and the MHC.
- Prepare draft management recommendations, bylaws and protection methods, including zoning and/or other land use controls.
- Produce updated inventory forms for known archaeological sites and new forms for newly discovered sites.
- Complete a Ground Penetrating Radar survey of the East Parish Burying Ground (Centre and Cotton Streets) and provide a draft findings report in electronic Microsoft Word format for review and comment. The survey will identify graveshafts, buried headstones, and other features. The burying ground is also the site of the First Meeting House and the foundation remains may still be present.
- Continue monthly survey progress updates to the LPC.

END PRODUCTS: These are products required upon completion of the tasks listed above.

- Outline of reconnaissance archaeological report, including a brief summary of research results.
- Outline of popular report for review and comment. The popular report should include the following: introduction to archaeology and its importance, New England prehistoric period discussion and timeline keyed to Newton sites where possible, and discussion of historical archaeology using Newton site examples. Photos of Newton artifacts stored at the Newton History Museum and site reports from excavations and surveys conducted in Newton should be used as examples where possible.
- Draft management recommendations and bylaws that include potential structures and review procedures for protection of local archaeological resources.
- Draft findings report of ground penetrating radar survey for review and comment, information to be later included in technical and popular reports.
- New and updated site forms for prehistoric and historic archaeological sites.

**Phase II will be completed by May 21, 2010.**



### **Phase III (14 weeks)**

#### **TASKS:**

- Based on research, fieldwork and predictive model, refine draft archaeological base maps of known sites and archaeologically sensitive areas and place on full-scale copy of City assessor's map, showing areas sensitive for both prehistoric and historic archaeological resources.
- Prepare draft of accompanying guide to understanding and using the archaeological sensitivity map(s) for non-professionals.
- Prepare draft reconnaissance archaeological report and popular report for review and comment.
- Prepare final management recommendations, bylaws and protection methods, including zoning and/or other land use controls.
- Produce final ground penetrating radar report on East Parish Burying Ground.
- Submit draft map(s), guide, reconnaissance survey report and management recommendations to the Newton Planning Department, the State Archaeologist and MHC for review and comment.
- Continue monthly survey progress updates to the LPC.

END PRODUCTS: These are products required upon completion of the tasks listed above.

- Draft archaeological sensitivity map(s) and guide.
- Draft reconnaissance survey report and popular report.
- Final management recommendations and bylaws that include potential structures and review procedures for protection of local archaeological resources.

**Phase III will be completed by September 3, 2010**

### **Phase IV (8 weeks)**

#### **TASKS:**

- Prepare final archaeological sensitivity map(s) and guide, incorporating comments on draft versions. Conventions used to indicate sensitivity should not obscure base map information and must be able to be readily reproduced in black-and-white.
- Prepare final archaeological reconnaissance report, popular report, and management recommendations incorporating comments on the draft reports. This report must also include archaeological site forms and a copy of the archaeological sensitivity map(s) and guide.
- Provide two "Archaeology Days" for the citizens of Newton. At a public forum, conduct two, two-hour programs in the month of October, one on a weeknight and another on a weekend day. The program shall include an informational meeting/presentation on archaeology and why it is important to Newton as well as results thus far. Provide film/slides/samples of local discoveries. Provide an opportunity for local collectors to meet and review their finds. Consultant will provide notices/advertisements in the Newton Tab notifying citizens of the same, and cover costs of those notices/advertisements, if any. Advertisements to be located in the Entertainment Calendar of the Newton Tab and Massachusetts Historical Commission Archaeology Month program brochure.
- Continue monthly survey progress updates to the Newton Planning Department.

END PRODUCTS: These are products required upon completion of the tasks listed above.

- Two "Archaeology Days" in public forum possibly Newton History Museum or Newton Free Library: one on a weekday night and one on a weekend day, in October. Provide the Planning Department with copies of notices in local papers advertising these meetings.
- Final archaeological sensitivity map(s) and guide. Note that the original copies of the final map(s) must be prepared with

archivally stable materials. (E.g., a vellum map protected by a buffered acid-free and lignin free enclosure to be deposited in a secure location with the Newton Planning Department. One original and two copies of the map(s) and guide will be provided for the Newton Planning Department and one original and two copies of the map and guide will be deposited with the MHC.

- Final archaeological sensitivity map(s) and guide on GIS Database. Digital copies of archaeological sensitivity maps to be used with the City's GIS system will be provided to the Newton Planning Department in an Arc GIS.
- Final archaeological reconnaissance report, popular report, and management recommendations. Each reconnaissance final report must also include a copy of the archaeological sensitivity map(s) and guide. Two hardcopies of the final reconnaissance report will be provided to the Newton Planning Department, one hardcopy for the Tribal Historic Preservation Office of the Wampanoag Tribe of Gay Head Aquinnah, one copy for the Tribal Historic Preservation Office of the Wampanoag Tribe of Mashpee and four hardcopies (including two for the State Archaeologist) for the MHC. One final electronic copy of the reconnaissance report and two final electronic copies of the popular report will be provided to the Newton Planning Department. One electronic copy of the final popular report must be in a Microsoft Publisher editable format to allow for future updates and one must be print ready in a PDF format. Fifty (50) hardcopies of the final popular report must also be provided to the Newton Planning Department for distribution and five (5) hardcopies to the MHC.

**Phase IV (final phase) will be completed and submitted to MHC and Newton Planning Department by October 29, 2010.**

### **Professional Skills**

Contractor should provide the following information to demonstrate relevant professional experience.

1. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's approach to this project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the town.
3. An applicant qualifications statement, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel.
4. A client reference list, with names, addresses and telephone numbers, especially for clients for whom the consultant has performed similar services in the past.
5. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.

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**Minimum Criteria - provide documentation demonstrating your compliance with each criteria or reference what page number within your technical proposal this documentation can be found.**

Any proposer submitting a proposal must satisfy the following minimum criteria. **Proposals which do not demonstrate compliance with the minimum criteria will not be further considered.**

1. Combined key personnel (can be more than one person) shall have all of the following. (1) A graduate degree in Archaeology or Anthropology; (2) sixteen (16) months of professional experience or specialized training in archaeological field, laboratory or library research including: at least four (4) months of field experience in general North American archaeology; six (6) months of experience in a supervisory role in northeastern archaeology; and six (6) months of field and laboratory experience with prehistoric and historic archaeological sites and specimens.
2. Proposer must demonstrate that they have experience adhering to the regulations of 950 CMR 70.00 and policies and procedures established by the Massachusetts State Archaeologist.
3. Proposer shall have a minimum of 5 years experience as a Principal Investigator.
4. Proposer shall have a Register of Professional Archaeologist Certification or have an advanced degree with a specialization in archaeology. Have designed and executed an archaeological study that has been reported in the form of a Master's thesis or Doctoral dissertation and accepted the Code of Conduct, Standards of Research Performance, and Grievance Procedures of the Register of Professional Archaeologists..
5. Proposer shall have 5 years experience running archaeological sensitivity evaluation projects.

**Comparative Evaluation Criteria - provide documentation demonstrating your compliance with each criteria or reference what page number within your technical proposal this documentation can be found. This criteria is listed in order of priority.**

**1. Experience in Community-wide archaeological surveys:**

- Highly advantageous:** Completed 5 or more community-wide archaeological surveys or projects similar in scope.
- Advantageous:** Completed 3-4 community-wide archaeological surveys or projects similar in scope.
- Not Advantageous:** Completed less than 3 community-wide archaeological surveys or projects similar in scope.
- Unresponsive:** Has not completed any community-wide archaeological surveys or projects similar in scope.

**2. Experience in Ground Penetrating Radar surveys:**

- Highly advantageous:** Completed 5 or more ground penetrating radar surveys in a Colonial era burial ground.
- Advantageous:** Completed 3 - 4 ground penetrating radar surveys in a Colonial era burial ground.
- Not Advantageous:** Completed less than 3 ground penetrating radar surveys in a Colonial era burial ground.
- Unresponsive:** Has not completed any ground penetrating radar surveys in a Colonial era burial ground.

**3. Experience in creating public education publications:**

- Highly advantageous:** Completed 5 or more archaeology public education publications.
- Advantageous:** Completed 3 - 4 archaeology public education publications.

**Not Advantageous:** Completed less than 3 more archaeology public education publications.

**Unresponsive:** Has not completed any archaeology public education publications.

**4. References (3)**

One member of the Evaluation Committee will check three (3) references of all Consultant teams who meet the minimum criteria asking the same questions of each reference. The person who checks the references will prepare a report for the remaining evaluators.

**Highly advantageous:** All three references stated that all tasks were completed to a satisfactory level within the time frame required.

**Advantageous:** Less than three references stated that all tasks were completed to a satisfactory level within the time frame required.

**Not Advantageous:** No references stated that all tasks were completed to a satisfactory level within the time frame required..

*The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.*

**Price Proposal**

Proposers shall use “**ATTACHMENT A**” to this RFP#10-21 in submitting this price proposal. Please remember to submit your price proposal in a **separately sealed marked envelope**. Any Technical proposal with prices may be deemed unresponsive.

**Contract Term:**

Work under this RFP is expected to begin **the day of contract execution and shall extend for 10 months.**

**END OF SECTION**

## CONTRACT FORMS

The awarded bidder will be required to complete and submit the following documents in order to execute a contract pursuant to this bid.

The forms are provided for informational purposes only.

**None of the following forms are required at the time of bid submittal.**

**City - Contractor Agreement #C -**

**For**

**City-Wide Archaeological Survey**

This Agreement is entered into by and between

(hereinafter the "Contractor") and the City of Newton, a municipal corporation acting by and through its Treasury Department but without personal liability to him (hereinafter the "City"); collectively, the "parties".

WHEREAS, the City needs the services of an Archaeological Professional; and

WHEREAS, the Contractor has submitted a responsive proposal for such services;

NOW THEREFORE, the parties agree as follows:

**1. Incorporation of Attached Documents**

The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

-- City of Newton's Request for Proposal No. 10-21, dated \_\_\_\_\_ issued by Re Cappoli, *Chief Procurement Officer* (hereinafter "Request for Proposals");

--Technical and Price Proposal of \_\_\_\_\_, each dated \_\_\_\_\_, 2007 and signed by \_\_\_\_\_, (hereinafter, "Contractor's Proposal");

**2. Scope of Work**

A community-wide reconnaissance level survey to identify the patterns of prehistoric and historic occupation and activity in Newton, and to determine known and probable locations of archaeological resources associated with these patterns.

**3. Term of Agreement**

Work under this RFP is expected to begin **the day of contract execution and shall extend for 10 months.**

**4. Payment procedures**

The Contractor shall be paid as follows:

The City of Newton has established a fixed fee of thirty-five thousand dollars (\$35,000.00) for the Scope of Services described herein. At the completion of each of the four project phases, the Contractor shall be paid eight thousand seven hundred and Fifty dollars (\$8,750) after the submission of an invoice.

**6. Indemnification**

The Contractor acknowledges and agrees that he is responsible as an INDEPENDENT CONTRACTOR for all services provided under this Agreement and for all the acts of her employees and agents hereunder and agrees that she will indemnify and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this Agreement.

**7. Insurance**

The Contractor will provide the City with a certificate of insurance reflecting Comprehensive General Liability Insurance with a limit of liability of at least One Million Dollars (\$1,000,000.00) and evidence of workers compensation insurance covering employees of the Contractor. The Comprehensive General Liability policy must name the City as an additional insured and the certificate must reflect this status.

**8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

**9. Non-assignability**

This Agreement and the duties of the Contractor to be performed hereunder or any payments due or accrued to the Contractor shall not be assigned or subcontracted.

**10. Entire Agreement**

This Agreement represents the entire understanding between the Contractor and the City. No change of any of the within terms and conditions can be made, except by written amendment(s) hereto and signed by both parties. This Agreement and any such amendments shall become binding on the City upon the execution thereof by the Mayor of Newton.

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IN WITNESS WHEREOF, the parties have set their hands and seals to this and two like originals.

**CONTRACTOR**

**CITY OF NEWTON**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

*Chief Procurement Officer*

Date \_\_\_\_\_

Date \_\_\_\_\_

*Affix Corporate Seal here*

By \_\_\_\_\_

*Director of Planning and Development*

Date \_\_\_\_\_

City funds in the amount of \$ \_\_\_\_\_  
are available in account number  
21B11415-5301  
\_\_\_\_\_

Approved as to Legal Form and Character

I further certify that the Mayor is  
authorized to execute contracts and  
approve change orders

By \_\_\_\_\_

*Associate City Solicitor*

Date \_\_\_\_\_

By \_\_\_\_\_

*Comptroller of Accounts*

**CONTRACT AND BONDS APPROVED**

Date \_\_\_\_\_

By \_\_\_\_\_

*David B. Cohen, Mayor*

Date \_\_\_\_\_



**ATTACHMENT A – PRICE PROPOSAL**

**City of Newton  
Treasury Department**

**RFP #10-21 for City-wide Archaeological Survey**

This form must be completed and placed, within your proposal and ensure your envelope is marked:

**“RFP #10-21 Proposal-City-wide Archaeological Survey”**

Name of Firm or individual submitting bid: \_\_\_\_\_  
(Please Print)

Contact Person \_\_\_\_\_

Address: \_\_\_\_\_

Telephone / FAX#: \_\_\_\_\_ / \_\_\_\_\_

E-mail address: \_\_\_\_\_

**The proposer acknowledges the following addenda: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**

PHASE #I	\$8,750
PHASE #II	\$8,750
PHASE #III	\$8,750
PHASE #IV	\$8,750
TOTAL COST	\$35,000

**• CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

\_\_\_\_\_  
Name of person signing bid or proposal

\_\_\_\_\_  
Name of Business Entity (if any)

Signature of Bidder: \_\_\_\_\_ Title: \_\_\_\_\_

Date : \_\_\_\_\_

**END OF SECTION**

# ATTACHMENT – B

## CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of \_\_\_\_\_  
(insert full name of Corporation)
2. corporation, and that \_\_\_\_\_  
(insert the name of officer who signed the **contract and bonds**.)
3. is the duly elected \_\_\_\_\_  
(insert the title of the officer in line 2)
4. of said corporation, and that on \_\_\_\_\_  
(insert a date that is **ON OR BEFORE** the date the officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. \_\_\_\_\_ the \_\_\_\_\_  
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: \_\_\_\_\_ *AFFIX CORPORATE*  
(Signature of **Clerk or Secretary**)\* *SEAL HERE*
7. Name: \_\_\_\_\_  
(Please print or type name in line 6)\*
8. Date: \_\_\_\_\_  
(insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds**.)

\* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

# ATTACHMENT – C

## ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual  
or Corporate Contractor (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal Identification Number

By: \_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

Date: \_\_\_\_\_

\* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

# ATTACHMENT – D

## CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

---

**(Jurisdiction)**

**The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L and with the requirements of M.G.L. c. 181 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.**

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**Name of person signing proposal**

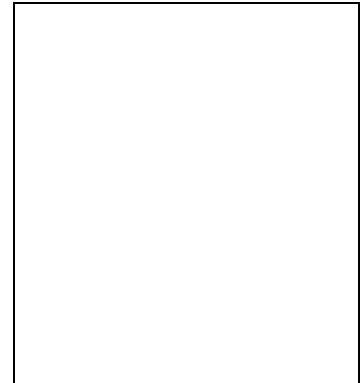
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**Signature of person signing proposal**

---

**Name of Business (Please Print or Type)**

*Affix Corporate Seal here*



# CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)

Fax (617) 796-1227

October 23, 2009

## ADDENDUM #1

### REQUEST FOR PROPOSAL #10-21

## CITY-WIDE ARCHAEOLOGICAL SURVEY

THIS ADDENDUM IS TO: **Answer the following Question:**

**Q1.** Item 8 of the Scope of Work specifies "a Ground Penetrating Radar survey of the East Parish Burying Ground (Centre and Cotton Streets) to identify the proper boundaries as well as known and unknown buried features and provide management recommendations in a self-contained report available to the public as well as city staff."

Our sub-consultant has suggested that an alternative method or methods other than ground penetrating radar might be more helpful in identifying the boundaries of the burying ground, and for identifying known and unknown features within the cemetery.

My question is:

May we submit a technical proposal that incorporates an alternative method or methods for defining the burial ground boundaries and identifying sub-surface features, or will the City only entertain proposals that employ ground penetrating radar?

**A1. Alternative methods of examining the East Parish Burying Ground to determine its boundaries and locate known and unknown buried features will be considered. However, such methods must be non-ground disturbing. The City reserves the right in determining which method or methods will be used. Approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. Proposals must include ground penetrating radar as one of the method options.**

**PLEASE NOTE: there will be no increase in the rate of pay for any alternate method, if accepted.**

All other terms and conditions of this bid remain unchanged

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM**

Thank you.



Re Cappoli

Chief Procurement Officer