



STATE OF ARKANSAS
DEPARTMENT OF PARKS, HERITAGE AND TOURISM
PROCUREMENT DIVISION
One Capitol Mall, Suite 4A-900
Little Rock, Arkansas 72201

INVITATION FOR BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	ADPHT-23-002	Solicitation Issued:	February 27, 2023
Description:	Phase II Archeological Study for Logoly State Park		
Agency:	Arkansas Department of Parks, Heritage and Tourism		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Bid Opening Date:	March 13, 2023	Bid Opening Time:	2:00 p.m., Central Time
Submissions for this Invitation for Bid must be submitted to adpht.procurement@arkansas.gov designating the IFB number and "Response" in the subject line and email. A public opening will be conducted through Teams. The link can be found in section 1.2 of this IFB.			

ADPHT CONTACT INFORMATION			
ADPHT Buyer:	Cara Bono	Buyer's Direct Phone Number:	501-682-6910
Email Address:	Cara.bono@arkansas.gov	ADPHT Main Number:	501-682-7777
Bid Posting Website:	Office of State Procurement – Other Procurement Units		

SECTION 1 – REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Arkansas Department of Parks, Heritage and Tourism (ADPHT or Department) to obtain pricing and a contract for an Archeological Survey (Phase 2) for Logoly State Park, located 2370 Columbia Road 47, Magnolia, AR 71753.

1.2 LIVE BID OPENING

See instructions below to view the bid opening online.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 218 891 393 657

Passcode: pwv3UP

[Download Teams](#) | [Join on the web](#)

1.3 CLARIFICATION OF BID SOLICITATION

A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing to adpht.procurement@arkansas.gov by 2:00 p.m., Central Time on or before March 2, 2023. The subject line **must** include the IFB number and “Questions.”

1. For each question submitted, the Prospective Contractor **shall** reference the specific solicitation item number to which the question refers.
 2. Prospective Contractors’ written questions will be consolidated and answered by the Department as deemed appropriate. The Department’s consolidated written response is anticipated to be posted to the website listed on page 1 of this IFB by the close of business on March 6, 2023. If Prospective Contractor questions are unclear or non-substantive in nature, the Department may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the ADPHT buyer of any term, condition, or other language in any bid document, that precludes the Prospective Contractor from submitting a compliant, responsive bid. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a bid.
- C. Prospective Contractors may contact the ADPHT buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by any ADPHT staff member will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by the Department.

1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.

- A. “Anomaly” means a group of stones, usually standing, which cannot be classified as any other known archaeological monument type on present evidence. They may be all that remains or is visible of a partially destroyed or obscured archaeological monument, which may date to any period from prehistory onwards.

- B. "Artifacts" means an object made by a human being, typically an item of cultural or historical interest.
- C. "Bid Submission Requirement" means a task a Prospective Contractor **must** complete when submitting a bid response. These requirements will be distinguished by using the term "**shall**" or "**must**" in the requirement.
- D. "Department" means any division, park, or political subdivision of the Arkansas Department of Parks, Heritage and Tourism.
- E. The terms "Invitation For Bid", "IFB," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
- F. "Prospective Contractor" means a responsible bidder who submits a responsive bid in response to this solicitation.
- G. "Provenience" means the location an artifact is found in an excavation, within the grid of an archeology site.
- H. "Requirement" means a specification that a Contractor is obligated to complete when submitting a bid response to this IFB. The obligations are designated by the terms "**must**" and "**shall**" in the requirement.
- I. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- J. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the State Department using such a contract.
- K. "Sterile Level" means an excavation level or layer which does not contain artifacts or evidence of human activity.
- L. "Trench" means a long narrow cut in the ground.

1.5 GUIDELINES AND STANDARDS

The Contractor **shall** follow the following professional standards and guidelines for the investigation as described in this solicitation:

- A. National Park Service (NPS) [National Register Bulletin 15 "How to Apply the National Register Criteria for Evaluation,"](#) and [Bulletin 36 "Guidelines for Evaluating and Registering Historical Archeological Sites and Districts."](#)
- B. Secretary of Interior's "[Standards and Guidelines for Archeology and Historic Preservation](#)" as published in the *Federal Register*, September 29, 1983.
- C. [The Advisory Council on Historic Preservation \(ACHP\) guidelines set forth in 36 CFR 800, "Protection of Historic Properties."](#)
- D. [Appendix B of the Arkansas State Plan: Guidelines for Archeological Fieldwork and Report Writing in Arkansas \(Revised Version in effect as of 1 January 2010\).](#)

- E. The Contractor **shall** practice under Arkansas Archeological guidelines outlined by the Arkansas Archeological Survey.
- F. The Project Leader **shall** be certified by the Register of Professional Archeologist (RPA).

1.6 SPECIFICATIONS

- A. The Contractor **shall** perform the investigation based on three (3) separate tasks:

1. Fieldwork
2. Artifact Analysis and Curation
3. Reporting

- B. Task 1 – Fieldwork

1. The Contractor **shall** be prepared to investigate and test units of land based on location. The number of Anomalies at each location will vary, as shown in Table 1 below.

Table 1:

Locus	Number 1-meter – x – 1-meter units	Anomaly Tested
Bandstand	2	3
Bandstand	1	1
Tabernacle	3	8 and 9
Tabernacle	2	6
Tabernacle	1	10
Hotel	5	12 and 13
Hotel	2	14
Hotel	3	16 and 17
Total:	19	

2. At the small Bandstand Locus, the Contractor **shall** dig a one (1) meter by two (2) meter trench at Anomaly 3 and a one (1) meter by one (1) meter Trench at Anomaly 1.
 - a. Given the location of the Bandstand on top of a narrow finger ridge, ADPHT anticipates that there will be a thin surface horizon and that any features **must** be identified in the subsoil at shallow depths.
3. At the Tabernacle, which is thought to be about 12 meters by 19 meters or (39 ft-by-62 ft.) in size, the Contractor **shall** dig a one (1) meter by three (3) meter Trench at Anomalies 8 and 9, a one (1) meter by two (2) meter Trench at Anomaly 6 and a one (1) meter by one (1) meter unit at Anomaly 10.
 - a. ADPHT anticipates there will be a thin surface horizon and any features **must** be identified in the subsoil at shallow depths.
4. At the Hotel Locus, which contains several surface features and a possible structure approximately twelve (12) meters by six (6) meters (39 ft-by-52 ft.) in size. The Contractor **shall** dig a one (1) meter by five (5) meter Trench to investigate Anomalies 12 and 13 and the wall line, if possible. The Contractor **shall** dig a one (1) meter by two (2) meter Trench to investigate

- Anomaly 14. The Contractor **shall** dig a one (1) meter by three (3) meter Trench to investigate Anomalies at 16 and 17.
5. If needed, the Contractor **shall** remove leaf litter at the structure location by raking or blowing the leaves away from the area in order to locate the foundation line.
 6. The Contractor **shall** use one (1) meter by one (1) meter as the basic sampling unit.
 7. The Contractor **shall** note that the Trenches listed above be composed of conjoining one (1) meter by one (1) meter units. Each unit **must** be dug in arbitrary ten (10) centimeter levels.
 8. The Contractor **shall** continue excavations until a Sterile Level is encountered.
 9. All removed fill dirt by the Contractor **shall** be dry screened through a one quarter of one inch (0.25") mesh to insure consistent Artifact recovery.
 10. The Contractor **shall** bag Artifacts separately by unit, and by level.
 11. The Contractor **shall** document the one (1) meter by one (1) meter unit excavations through use of [standardized unit-level forms](#), plan and profile drawings, and photography. Sediments **must** be described in terms of textural class and [Munsell](#) color value.
 12. The Contractor **shall** excavate features identified within the subsoil using the following methods:
 - a. Each feature **must** be bisected with one half being a one quarter of one inch (0.25") mesh dry screened in the field.
 - b. The other half **must** be retained for water screening or flotation in the lab.
 - c. Features **must** be recorded using standardized forms and photography.
 13. The Contractor **shall** record all positions of all units and surface features in the field using a GPS unit. The units provide for sub-meter accuracy, typically ± 30 centimeters depending upon satellite availability.
 14. The Contractor **shall** process post-field data using Arc View software to create Geographic Information System (GIS) images showing the excavation locations, cemetery and/or other surface features. The GIS metadata **must** be compliant with [State standards](#).
 15. The Contractor **shall** provide ancillary field documentation to include, but not be limited to:
 - a. Maintaining excavation records (i.e., unit-level forms)
 - b. A set of field notes by the Field Director and/or the Principal Investigator. The notes **must** document field conditions, significant findings, potential impediments to the testing effort, and any other note deemed significant by the author and/or as requested by ADPHT.
 16. The Contractor **shall** take digital photographs as often as needed to accurately document the investigation and as requested during the course of the fieldwork. The photos **must** be taken using high resolution mode (6-10 MP/300 dpi.)

17. Should human remains be discovered, the Contractor **shall** cease all work at that location and **shall** contact Arkansas State Parks immediately.

C. Task 2 – Artifact Analysis & Curation

The overall goal of any analysis at Logoly State Park is to provide the data to assist the Arkansas State Parks in developing interpretive displays about the former resort and Methodist camp meeting ground structures.

1. The Contractor **shall** transport Artifacts recovered as a result of the field investigations to a secured office location for processing and analysis. These procedures **must** be accomplished under the overall supervision of the Principal Investigator and **shall** follow standard lab procedures.
2. The Contractor **shall** sort historic Artifacts into functional groups and individual categories following [South \(1977\)](#).
3. The Contractor **shall** use standardized forms to record data concerning recovered cultural materials. This effort **must** be geared toward the compilation of tabular summaries of recovery (i.e., Excel spreadsheets). All pertinent information, including but not limited to sample type, catalog numbers assigned, date of analysis, and initials of analysts **must** be recorded on these forms.
4. As analysis proceeds, the Contractor **shall** generate summary tables to provide data on diagnostic and other pertinent material recovered. This provides rapid access to cultural, temporal, and in particular cases, functional information, thus aiding interpretations. Eventually, all material recovered **must** be tabulated. This data **must** be presented by site, intra-site Provenience, or analytical class in the report of investigations.
5. The Contractor **shall** analyze the material within the constructs of the local and regional typologies, and special attention **must** be given to those aspects of the data that will provide chronological and functional insights into the three loci's assemblages.
6. The Contractor **shall** provide curation materials to include, but not be limited to all artifacts, field notes, sketch maps, photograph logs, and any other records generated during the investigation. The records **must** be scanned using high-speed scanners and saved in high resolution (6-10 MP / 300 dpi) PDF format for long term curation.

D. Task 3 – Reporting

1. The Contractor **shall** complete and submit an updated Arkansas Archeological Survey (ARAS) archaeological revisit form for 3CO64. The end product of the investigation will be a technical report that **must** contain [sufficient information](#) and documentation to assess the need for further archaeological investigations for the project to comply with [Section 106 of the National Historic Preservation Act](#). The report **must** be in compliance with the [Arkansas guidelines](#) for site testing and **must** conform to the standards of the [Secretary of the Interior's](#) guidelines.
2. The Contractor **shall** produce technical reports and illustrations to include the following sections, as appropriate:
 - a. Introduction
 - b. Environmental Setting

- c. Cultural Background or Context
 - d. Research Design & Methods
 - e. Findings
 - f. Artifact Analysis
 - g. Assessment of Significance
 - h. Conclusions
 - i. Recommendations
3. The Contractor **shall** provide descriptions of archeological deposits and features to include sufficient information in text, tabular, and graphic form to allow readers to evaluate the need for additional investigations.
 4. The Contractor **shall** provide textual information in the reports along with supporting documents such as but not limited to quality photo-reproductions, technical drawings, charts, and computer-aided drafting.
 5. The Contractor **shall** provide technical reports that meet or exceed current professional standards within the discipline and are in conformance with various state and federal guidelines. Reports **must** follow the American Antiquity style guide and be suitable for publication.
 6. The Contractor **shall** provide reports in a high quality, well-illustrated, thoroughly researched, and based on archival research, fieldwork, and post field data analysis. The report(s) **must** be bound, printed double-sided, and in color using an up-to-date printer.
 7. The Contractor **shall** provide a draft copy to be sent electronically to Shayla Albey, Historic Preservation Specialist/Park Planner, at shayla.albey@arkansas.gov and Cara Bono, Buyer, at cara.bono@arkansas.gov.
 8. The draft report will be reviewed by ADPHT and sent back with any changes merited. Once changes are made and written approval is provided in writing, the Contractor **shall** provide three (3) color bound reports and one flash drive containing the final report in high resolution to:

Cara Bono, Buyer
 Division of Procurement
 Arkansas Department of Parks, Heritage and Tourism
 #1 Capitol Mall, Suite 4A-900
 Little Rock, AR 72201

9. Upon confirmation of receipt of the color bound reports, the Contractor **shall** submit a final invoice electronically to Cara Bono, Buyer, at cara.bono@arkansas.gov.

1.7 PRICING

- A. The Prospective Contractor **shall** include all pricing on the *Official Solicitation Price Sheet*. If any cost is not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost. The *Official Solicitation Price Sheet* is provided as a separate excel file posted with this *Bid Solicitation*.
- B. The Prospective Contractor **shall** enter a cost for each task listed on the *Official Solicitation Price Sheet*.

- C. Prospective Contractor **shall not** submit any ancillary information not related to actual pricing on the *Official Solicitation Price Sheet*.

1.8 PERFORMANCE STANDARDS

- A. State law requires that contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **must** meet in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. The State has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the Department determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable and mutually agreed upon.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified **shall** be considered a breach of any contract that gets awarded hereunder. The State may pursue any remedies it has at law, equity, and/or under such contract including, without limitation, termination or cancellation of contract and/or the imposition of liquidated damages.
- G. In the event a Performance Standard is not met, the Contractor may be allowed to defend or cure the insufficiency. The State has sole and final determination of the acceptability of any cure.

Service Criteria	Standard	Monetary Sanctions (applied to monthly invoice unless otherwise stated)
Meet Guidelines of Investigation	All work conducted is consistent with Section 106 (36 (CFR 800) and meets guidelines outlined in Appendix B of the Arkansas State Plan: Guidelines for Archeological Fieldwork and Report Writing in Arkansas (Revised version in effect as of 1 January 2010).	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per guideline not met.
Fieldwork	Contractor investigates and test units in 1-meter by 1-meter Trenches, removes fill dirt and dry screen through a one quarter inch mesh, and bags each Artifact separately by unit and by level.	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per Artifact not preserved correctly.
Fieldwork Documentation	Contractor documents and photographs each Trench and Artifact as outlined in this IFB.	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per document and photograph not received.

Artifact Analysis	Contractor transports Artifacts to a secure location, sorts them into functional groups and individual categories, and uses standardized forms to document findings.	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per guideline not met.
Artifact Curation	Contractor provides materials to the Department, scans records using high-speed scanners, and saves records in high resolution PDF format as stated in the IFB.	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per guideline not met.
Reporting	Contractor produces reports and illustrations as specified in this IFB.	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per guideline not met.
Color Bound Reports	Contractor provides three (3) color bound reports upon written approval from the Department	ADPHT will assess a monetary sanction in the amount of one hundred dollars (\$100.00) per report not received.

SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 ISSUING AGENCY

The ADPHT Buyer, listed on page 1 of this IFB, is the sole point of contact regarding the IFB throughout this solicitation process.

2.2 TYPE OF CONTRACT

- A. As a result of this IFB, ADPHT intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is upon award, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.

2.3 CONTRACTOR SELECTION

Award will be made to the lowest-bidding, responsible Prospective Contractor on an all or none basis.

2.4 RESPONSE DOCUMENTS

A. *Bid Response Packet*

1. The following are Bid Submission Requirements and **must** be submitted electronically, in PDF format, to adpht.procurement@arkansas.gov. The Prospective Contractor **shall** provide in the subject line the bid solicitation number and the word "Response." Should the Prospective Contractor omit adding the bid number and "Response" to the subject line, the bid will be rejected.
 - a. *Signed Bid Signature Page.* (See *Bid Response Packet*.)
 - i. A signed Bid Signature Page included in the *Bid Response Packet*. The signature **must** be that of a person authorized to contractually bind the Prospective Contractor.
 - ii. *Bid Response Packet*, which **must** be in the English language.
 - b. *The Official Solicitation Price Sheet.* Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted electronically, in PDF format, with the *Bid Response Packet*. Should the Prospective Contractor omit any of the items listed below, upon notification of the ADPHT buyer, the Prospective Contractor **shall** submit these supporting documents to adpht.procurement@arkansas.gov with the subject line noting the bid number and "Supporting Contract Documents."
 - a. *EO 98-04 Disclosure Form* filled out and signed.
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*.
 - c. *Proposed Subcontractors Form*.
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.5 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor **shall** unconditionally accept all Requirements in the Requirements Section(s) of this IFB to be considered a responsive Prospective Contractor.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this IFB.

2.6 ADDITIONAL TERMS AND CONDITIONS

- A. The Department abides by the Terms and Conditions set forth by the Office of State Procurement.
- B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions located on the OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Services Contract Template, Prospective Contractor agrees and will adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Services Contract can be viewed on the OSP website here (Agencies – Services – Forms): <https://www.transform.ar.gov/procurement/agencies/services/>.