

**REQUEST FOR QUALIFICATIONS
FOR ARCHAEOLOGICAL MONITORING SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from qualified professionals for archaeological monitoring services related to the Settlers Colony Drainage Improvement. The archaeological monitor shall be present for all ground disturbing activity for the purpose of ensuring that there are no unforeseen adverse effects to historic properties.

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., November 24, 2015. All proposals shall be sealed and clearly labeled, "**RFP - ARCHAEOLOGICAL MONITORING SERVICES**". Submittals shall include one (1) original, eleven (11) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included, (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Specifications may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870.

Questions concerning this request should be directed to Erica Grancagnolo at ericag@santarosa.fl.gov.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

Legal Notice

One Issue – October 24, 2015 – Press Gazette, October 29, 2015 - Navarre Press, October 29, 2015 – Gulf Breeze News, October 29, 2015 – South Santa Rosa News

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHAEOLOGICAL MONITOR

Summary

Santa Rosa County is seeking a qualified, professional archaeological monitor to oversee construction activities related to the Settlers Colony drainage improvement project in Gulf Breeze, Florida. The archaeological monitor shall be present for all ground disturbing activity for the purpose of ensuring that there are no unforeseen adverse effects to historic properties.

This project is being partially funded by FEMA under the HMGP program. Archaeological monitoring services are a grant requirement as part of the tribal review process.

Proposal Requirements

Proposals shall include a detailed description of education, qualifications and experience, including any previous experience as a monitor for ground disturbing activities. Local experience is a plus. Proposals shall also identify a daily rate for archaeological monitoring services.

Minimum Qualifications

Professional archaeologists include individuals who meet the standards of the Register of Professional Archaeologists.

The archaeological monitor must also meet the Secretary of the Interior's (SOI) Standards and Guidelines for archaeology. SOI qualified archaeologists must, as a minimum, hold a graduate degree in anthropology, archaeology, or a closely related field; have at least a year of professional experience in archaeology; have at least four months of supervised field and analytic experience in general North American archeology, and have demonstrated the ability to carry research to completion. All professional archaeologists should adhere to the Society for American Archaeology Principles of Ethics.

Scope of Work and Deliverables

The Settlers Colony HMGP drainage improvement project includes installation of a concrete lining of an open FDOT ditch, the removal and replacement of a 30-inch pipe system with 48-inch culverts, and the installation of additional pipe systems (i.e., inlets and pipes) along Settlers Colony Boulevard in Gulf Breeze, Florida.

The archaeological monitor or a qualified designee shall be present for all ground disturbing activity for the purpose of ensuring that there are no unforeseen adverse effects to historic properties. The archaeological monitor shall provide weekly reports to Santa Rosa County Grants Department to include time and date monitoring, total monitoring time (in hours) for the week, and summary of events. The archaeological monitor shall provide a written report of all findings

following the conclusion of all ground disturbing activities. The archaeological monitor shall conform to the Secretary of the Interior's Guidelines for Archaeological Documentation (48 Federal Register 44734-37). The archaeological monitor shall be available for any additional consultations or clarifications related to the monitoring activities as needed by Santa Rosa County, State of Florida, or FEMA after project completion.

The archaeological monitor shall anticipate a close coordination with the construction contractor, Engineer of Record, HMGP Project Management firm as well as all applicable Santa Rosa County BOCC staff members including Grants, Public Works Department, Engineering and others as necessary.

Project Length

Construction timeline is anticipated to be 105 days, January - April, 2016, and shall not extend beyond grant deadline of June 23, 2016. Archaeological monitor must be available for the duration of project while ground disturbance takes place.

Additional Information

Questions concerning this project should be directed, in writing, to Erica Grancagnolo at ericag@santarosa.fl.gov prior to November 9, 2015 at 4:30 P.M.