



**Landmarks
Preservation
Commission**

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REQUEST FOR PROPOSALS

CITY OF NEW YORK LANDMARKS PRESERVATION COMMISSION

ARCHAEOLOGICAL GUIDELINES CONSULTANT

COVER PAGE

SUMMARY

The Landmarks Preservation Commission (LPC) seeks a consultant to work closely with LPC to revise the Guidelines for Archaeological Work in New York City issued by the Commission in 2002 (Appendix B). LPC is responsible for reviewing proposed projects that are subject to Federal, State, and Local environmental review that may affect archaeological resources as well as applications for some sites that are subject to the local Landmarks Law. The guidelines provide direction about the archaeological review process in New York City. LPC intends to revise and update the guidelines and to provide clarity to the agencies, applicants, and archaeological consultants who are part of the archaeological review process. The consultant will revise the guidelines under the supervision of the Archaeology Department and in consultation with interested parties and will organize two workshops to introduce the changes. The project is funded through a grant from the New York State Office of Parks, Recreation, and Historic Preservation.

RFP Release: November 22, 2017
Confirmation of participation: December 7, 2017
Proposal due: Friday, December 15, 2017 4:00 P.M.
Award: December 20, 2017
Start: Immediately following registration
Work Completion: August 1, 2018

Project Director: Amanda Sutphin
Director of Archaeology
212-669-7823
asutphin@lpc.nyc.gov

Agency Chief Contracting Officer: Margaret McMahan
Director of Administration
212-669-7943 phone
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The Landmarks Preservation Commission encourages proposals from certified Minority and Woman-owned Business Enterprises. Please contact Margaret McMahan with questions about becoming certified.

PURPOSE OF REVISIONS

In 2002, the Commission issued archaeological guidelines that provide direction about the archaeological review process in New York City, which drew upon Federal and State standards. As the guidelines are now fifteen years old, they must be revised to provide clarity to the agencies, applicants, and archaeological consultants who are part of the archaeological review process. All references and sources will need to be appropriately updated and new sections are needed such as the appropriate curation standards for archaeological collections, appropriate urban archaeological field testing methodologies, and new guidance to address human remains. The revisions will incorporate ideas from other government agencies and the archaeological community (the “stakeholders”) and the stakeholders will be consulted about the proposed changes.

Because the people and firms that are likely to have the desired expertise may also have current or future business before the Landmarks Preservation Commission, including work that would be evaluated by the Archaeology Department, the selected proposer may be required to obtain a waiver from the Conflicts of Interest Board in the future. LPC reserves the right to identify a responsive proposal as one which will not impede the review of future submissions for archaeological review by LPC due to potential conflicts.

DELIVERABLES ENVISIONED TO BE:

1. A Plan of Work agreed upon in consultation with LPC, with a timeline, for completion of each stage and submission of each deliverable. Completion is anticipated in July 2018.
2. Assembling and organizing stakeholders’ recommendations for revision, in spreadsheet or similar format, leading to an evaluation of their merit and potential impact for LPC review.
3. A consideration of other existing relevant guidelines used in New York State and other geographic regions noting the key factors of the other guidelines and including any recommendations for LPC to consider.
4. An initial draft of proposed revisions for the LPC Guidelines for Archaeological Work, 2018, followed by as many additional drafts as LPC deems necessary to incorporate different levels of review by LPC and by the Stakeholders. Please note that LPC anticipates that the Guidelines revision will require multiple drafts.
5. Throughout revision process, work with any other consultants such as graphic designers or technical editors as directed by LPC.
6. Once the final draft document has been edited and then approved by LPC, the consultant will be responsible for sending the draft guidelines to a list of reviewers, to be determined by LPC, and to include the archaeological community and other government agencies. The consultant will track all comments and recommendations received in response and prepare the final revised Guidelines document, as directed by LPC, to address the comments.

7. A presentation that describes the proposed changes for LPC to present to the public.
8. Coordinating the process, currently envisioned to require the organization of two workshops, that will present the new guidelines to the public. Such organization should include creating a list of individuals and groups to invite, creating an invitation, sending the invitations, tracking RSVPs, ensuring the event space is appropriately set up, and assisting with checking people in and being on hand to answer any questions and help with any issues that may emerge.

All work products will require written approval from LPC before any release to the public.

PROJECT FUNDING

This project is funded via a grant from the State of New York. The amount available is not anticipated to exceed \$35,000.

REQUIRED QUALIFICATIONS

1. At a minimum, proposers must meet the requirements set forth in The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 36 CRF Part 61, (https://www.nps.gov/history/local-law/arch_stnds_9.htm) for an Historical Archaeologist (attached as Appendix A) which states that the minimum professional qualifications are:
 - a. A graduate degree in archaeology, anthropology, or a closely related field;
 - b. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
 - c. At least four months of supervised field and analytic experience in general North American archaeology;
 - d. Demonstrated ability to carry research to completion;
 - e. One year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.
2. Expertise in the field, demonstrated by submission of sample reports. Previous experience creating or revising technical guidelines is desirable.
3. Significant Urban Archaeological experience preferably in New York City;
4. Ability to work collaboratively, as demonstrated through the successful completion of past projects.

PROPOSAL CONTENTS AND FORMAT

Your proposal should be submitted by email to Margaret McMahon and Amanda Sutphin in the following format:

1. Cover letter identifying your company, signed by someone authorized to contractually obligate the company. The letter shall specify the experience stated above which qualifies you to perform the work.

2. Resumes and/or Curriculum Vitae of the principal staff who would be working on the project, including a list of archaeological projects they have completed.
3. Brief analysis (no more than three pages) of the existing guidelines with suggestions for revisions, demonstrating a sound understanding of their principles and the process.
4. At least two examples of completed work which demonstrates archaeological expertise. Examples might include mitigation reports, documentary studies, field testing reports, published research or other material demonstrating expertise.
5. List of work that has been previously submitted to the Landmarks Preservation Commission, if any, with a brief description of the work.
6. Price statement with amount proposed, provided as a lump sum, with an explanation of how that sum was determined;
7. A statement regarding the company's assessment of potential future conflicts of interest issues when submitting future work to LPC following the reissued guidelines;
8. Doing Business Data Form or statement that a form is on file.

Please note that items 3 and 4, the analysis and the examples of previous work demonstrating archaeological expertise, are the most important part of the submission.

The existing Landmarks Preservation Commission Guidelines for Archaeological Work in New York City, dated April 12, 2002, are available at:

<http://www1.nyc.gov/assets/lpc/downloads/pdf/pubs/ayguide.pdf>

The existing guidelines are attached as Appendix B.

EVALUATION METHODOLOGY AND BASIS FOR AWARD

The award will be made to the Proposers who submit the most advantageous responsive and responsible offer. Proposers will be evaluated based on their qualifications, experience, organizational capacity, understanding of the project requirements, and proposed price.

1. Strength of work description. How well does the proposer understand what is needed? How sound are the recommendations? Proposals will be evaluated on a scale from 1 to 10.
2. Extent of Urban Archaeological Experience: How many years of experience does the proposer have? What types of projects have they successfully completed? Proposals will be evaluated on a scale from 1 to 10.
3. Experience with guideline writing. Examples of guidelines that they have written or revised will be evaluated on a scale from 1 to 10 based on quality of writing and content.
4. Quality of examples for archaeological expertise. Examples of work should demonstrate archaeological expertise, including, but not limited to, thorough understanding of the subject; understanding of current standards and best practices in the profession; and thorough research of appropriate sources. Proposals will be evaluated on a scale from 1 to 10.

5. Quality of examples for writing and organization. Examples of work should demonstrate a high quality of writing, good organization, clarity, and professional presentation. Proposals will be evaluated on a scale from 1 to 10.
6. Previous Experience with the Landmarks Preservation Commission. Proposers who have a submitted satisfactory work to the LPC will be evaluated on a scale from 1-10. Proposers with more than ten years of experience submitting work that rarely requires revision will receive the highest rating. Proposers who have never submitted any work to the LPC or who have submitted work that has been considered to be unsatisfactory, incomplete, or inaccurate and that requires multiple revisions will not receive any points.

Proposals will be evaluated by a committee of at least three persons, which will include the Director of Archaeology and the ACCO. The most advantageous responsive and responsible offer will be selected.

Proposals may be deemed non-responsive if they do not adhere to the requested format; do not include all items requested; and do not meet the Required Qualifications.

LPC reserves the right not to make an award if none of the submitted proposals meet the qualification requirements.

PRICE

Your proposed price should be expressed as a lump sum for the project. There will be no separate payment for expenses. Please include a brief analysis of how you arrived at your price.

NYC Vendor Requirements

A NYC Vendor ID on the proposal due date is desirable. Proposers who do not have a NYC Vendor ID must obtain one by registering on the Payee Information Portal, <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>. This registration process is for the purpose of payment and contract tracking. Proposers who would like to receive future RFPs from all City agencies should also register their business type and the goods and/or services they provide on nyc.gov/passport. Training registrations and user materials are available on the PASSPort website. Vendors should send questions to **MOCS Help Desk** by using the [contact form](#) on the website. The NIGP Commodity Code for Archaeological Consulting Services is 91815000000.

Please contact Margaret McMahon if you need help with this process.

All proposers must complete a Doing Business Data Form (attached with instructions) or a statement that this form is already on file with the City.

Please contact Amanda Sutphin (212-669-7823; asutphin@lpc.nyc.gov) if you have any questions about the project.

APPENDIX A

Professional Qualifications Standards

[HTTPS://WWW.NPS.GOV/HISTORY/LOCAL-LAW/ARCH_STNDS_9.HTM](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

ARCHEOLOGY AND HISTORIC PRESERVATION:

*Secretary of the Interior's Standards and Guidelines
[As Amended and Annotated]*

| Standards & Guidelines for: | Professional Qualifications Standards |
|---|---|
| Introduction | <p>The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.</p> <p>Archeology</p> <p>The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:</p> <ol style="list-style-type: none"> 1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management; 2. At least four months of supervised field and analytic experience in general North American archeology, and 3. Demonstrated ability to carry research to completion. <p>In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.</p> |
| Preservation Planning | |
| Identification | |
| Evaluation | |
| Registration | |
| Note on Documentation and Treatment of Hist. Properties | |
| Historical Documentation | |
| Architectural and Engineering Documentation | |
| Archeological Documentation | |
| Historic Preservation Projects | |
| Qualification Standards | |
| Preservation Terminology | |

APPENDIX B

Landmarks Preservation Guidelines for Archaeological Work in New York City

April, 2002

Available at: <http://www1.nyc.gov/assets/lpc/downloads/pdf/pubs/ayguide.pdf>

LPC Website Archaeology Page: <http://www1.nyc.gov/site/lpc/about/archaeology.page>