**INTRODUCTION AND BACKGROUND**

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| **PROFESSIONAL QUALIFICATIONS STANDARDS:** | | | | |
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|  | | The Principal Investigator (PI) and lead field investigator must meet the minimum professional qualifications listed in the Secretary of Interior’s Standards and Guidelines for Archaeology and Historic Preservation (SOI), in accordance with 36 CFR Part 61, Appendix A; 48 FR 44716. PI’s and field investigator’s qualifications must have been reviewed and approved by ODOT CRP before commencing field work. An SOI-qualified professional must be in the field at all times during archaeological investigations. The Principal Investigator, lead field investigator, and all specialists conducting cultural resources fieldwork must be thoroughly familiar with the ODOT CRP Procedure Manual. | | |
| **SCOPE OF WORK AND REPORTING REQUIREMENTS:** | | | | |
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|  | | | The Oklahoma Department of Transportation Cultural Resources Program (ODOT CRP) has recognized five tasks to: a) identify and evaluate cultural resources within the study area, and b) provide sufficient documentation and National Register of Historic Places (NRHP) assessment of cultural resources to ODOT CRP for submittal to the State Historic Preservation Office (SHPO) and other consulting parties. These five tasks are listed below. Descriptions of these tasks are detailed in the *Oklahoma Department of Transportation Cultural Resources Studies: A Manual for Cultural Resources Staff and Consultants* (Manual).  The Consultant’s Cultural Resources (CR) Specialist will conduct the cultural resources survey per the procedures in the Manual and will fully understand the following schedule and definitions of terms contained within the Manual and this Scope of Work. Should the Consultant or CR Specialist have any questions regarding this Scope of Work or the Manual, they are instructed to contact the ODOT CRP Contact (above), located at 3200 Marshall Ave., Room 110, Norman, Oklahoma, 73019, telephone (405) 325-7201.  The five tasks are:  Task 1: Records Review/Background Research  Task 2: Field Survey/Resource Assessment  Task 3: Resource Forms  Task 4: Draft Report  Task 5: Final Report | |
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| **TASK 1 —** | | | | **RECORDS REVIEW/BACKGROUND RESEARCH:** |
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|  | | | The CR Specialist Principal Investigator (PI) or lead field investigator shall conduct background research at the following repositories: the state site files at the Oklahoma Archeological Survey (OASIS); SHPO, National Register of Historic Places (NRHP), and Determination of Eligibility (DOE) files (located at the ODOT CRP office). Certain more extensive projects may warrant additional research at such facilities as the Oklahoma Historical Society Research Center, university libraries, and local courthouses or history museums. The CR Specialist shall use sources appropriate to the project such as public records, historical maps and aerial photographs, online General Land Office (GLO) records, Sanborn fire insurance maps, cultural resources reports, and other relevant materials. The main objective of such research shall be to identify previously recorded NRHP properties within the study area. The objective of the research for more extensive projects shall be to develop a full understanding of the historical context, land use patterns, and previously identified cultural resources within the study area. Additionally, all previously identified cultural resources within one mile of the study area shall be identified and examined, via file search, by location, site type, and NRHP status in order to establish areas for off-project avoidance. The following information should be obtained for previously recorded archaeological sites within the 1-mile vicinity of the study area: site recorder, date site recorded, time period of site occupation (Paleoindian, early 20th century, etc.), site type (historic farmstead, prehistoric workshop/camp, etc.), materials observed at site, and NRHP eligibility assessment. These resources and their NRHP eligibility status shall be documented in the Results of Background Research section of the draft and final reports. | |
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| **TASK 2 —** | | | | **FIELD SURVEY/RESOURCE ASSESSMENT:** |
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|  | The CR Specialist shall conduct a survey of the study area using methods outlined in the most current version ODOT CRP Manual. In accordance with State Archaeologist and SHPO guidance provided to ODOT, shovel tests shall be excavated at 30 meter intervals. Archaeological site investigations shall be confined to the study area, however **archaeological sites extending outside the study area must be investigated provided that landowners were notified**. Previously recorded cultural resources occurring within the study area will be examined and updated as necessary. Forty-five years old or older architectural resources will be inventoried in compliance with SHPO survey and inventory standards. Newly identified cultural resources will be fully documented.  **Note: If, during field studies, you encounter or identify an NRHP eligible property, a potentially NRHP eligible property, or any other cultural resource concerns, please notify your ODOT-CRP point-of-contact as soon as reasonably possible. In the event that human remains or burials are encountered during field studies, you must IMMEDIATELY contact your ODOT-CRP point-of-contact.** | | | |
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| **TASK 3 —** | | | | **RESOURCE FORMS:** |
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|  | Any previously identified unassessed or NRHP-eligible cultural resource within the study area will be examined and forms will be updated as necessary and outlined in the ODOT-CRP Manual (revised Oct 2017). Any required updates for previously recorded archaeological sites within the study area will be completed using the Oklahoma Archeological Survey Site Form if the original site form is not in the current format. It is your responsibility to make sure you are using the most up to date site forms and HPRI forms found on the OAS and SHPO websites. Newly identified cultural resources within the study area will be fully documented using the appropriate forms available from SHPO, the Oklahoma Archeological Survey, and ODOT CRP. | | | |
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| **TASK 4 —** | | | | **DRAFT REPORT:** |
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|  | The CR Specialist shall prepare a draft report of their findings that includes relevant supporting evidence for findings and adheres to the ODOT CRP report format. The report shall summarize the results of the investigations with particular attention given to age, character, integrity, and association of cultural resources (as presented in 36 CFR Part 60.4). The report shall contain a description of existing disturbances in the study area. For those existing disturbances that could affect the integrity of cultural resources, the description shall include the type and extent of disturbance. In addition to the Criteria for Evaluation, the location of each resource from the centerline of the existing roadway will be presented in number of feet.  Based on the criteria outlined in 36 CFR Part 800 and the information presented in the ODOT CRP Manual, the CR Specialist shall make a professional recommendation of the eligibility of each cultural resource for listing on the NRHP. For the Draft Report, all cultural resources recorded during the survey shall be plotted on a USGS 7.5 minute quadrangle map at a scale of 1:24,000 with the township and range clearly illustrated on the map or in the text box and clearly labeled (Report Figure 1). The project study area must also be clearly identified.  Also, a figure (Report Figure 2) will be produced on an aerial base map clearly indicating the archaeological methods employed across the study area and areas where different archaeological methods were employed. The report methods section must explicitly state the different methods employed and why specific areas were subjected to different methods. Please note that the different methods should be determined by the conditions found in the field and not by probability models/assessments based on the background research.  A minimum of four pictures labeled as Figure 3 are required to adequately show the project area.  One electronic copy in Word of the draft report will be provided for review to the ODOT CRP contact identified on this form. The consultant will also provide an electronic copy of any Oklahoma Archeological Site Survey Forms, SHPO Historic Preservation Resource Identification Forms, and Oklahoma Bridge Survey and Inventory Forms associated with the project. Each of the forms should be submitted as a “final report ready” copy with appropriate archaeological site maps and color photographs. | | | |
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| **TASK 5 —** | | | | **FINAL REPORT:** |
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|  | Upon review and acceptance of the draft report from ODOT CRP, the CR Specialist will revise and finalize the report and resource forms to address specific concerns or suggested modifications. All reports and forms shall be stapled in the upper left-hand corner. ODOT CRP will be responsible for subsequent final report and form distribution to SHPO, tribes, and other consulting parties. | | | |

**SCOPE OF WORK**

**TO BE COMPLETED BY CR CONSULTANT**

**RETURN TO PRIME CONSULTANT**

**FOR SUBMITTAL TO ODOT CONTRACT ADMINISTRATOR (CA)**

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| **Project Title (from Project Status System):** | Click here to enter text. |

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| **County:** | | Click here to enter text. | | | **NEPA Consultant:** | Click here to enter text. |
| **J/P Number:** | | Click here to enter text. | | | **CR Consultant:** | Click here to enter text. |
| **CR Fieldwork Start date:** | | Click here to enter text. | | | **NEPA Due Date:** | Click here to enter text. |
| **Status Updates:** | | 15th of each month following NTP | | | **Final Report copies to CRP:** | Click here to enter text. |
| **CR Contact:** | | Click here to enter text. | | | | |
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| **Date for Submittal to ODOT CA** | | | Click here to enter text. | | **OASIS Search Date (OASIS must be attached)** | Click here to enter text. |
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| **Project Description:** | | | | Include clear description of the location, extents, and total acreage of the study area or footprint. Include existing facility and proposed improvements. | | |
| Click here to enter text. | | | | | | |

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| **DOCUMENTATION REVIEWED FOR PROJECT** | | |
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|  |  | ODOT-CRP Reconnaissance Report for the project (Date of Recon Report: Click here to enter text.) |
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|  |  | Oklahoma Archeological Survey (OASIS) Files. (Date of File Search: Click here to enter text.) |
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|  |  | SHPO NRHP/DOE and Oklahoma Landmark Inventory (OLI) files. |
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|  |  | Bridge Evaluations, including Spans of Time (and updates), New Deal Study, Program Comment, etc.. |
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|  |  | Historic maps, aerial photographs, geology maps, etc Click here to enter text. |
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| |  |  | | --- | --- | |  | Federal Lands (List Agency if any) Click here to enter text. | | | |
| ARPA Permit Required (Check box if yes) | | |
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|  |  | Other (Describe). Click here to enter text. |
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| **PROPOSED METHODS AND ASSUMPTIONS**  Provide a summary below of the materials you reviewed and your proposed methodology. Methods must conform to the ODOT-CRP Manual (revised 2018). Include information on any proposed methods, existing known resources (sites, buildings, sites, structures, districts), expected resources, existing disturbances, and soils present, etc. Discussion should include a statement regarding the number of built environment resources and archeological resources anticipated to be documented and justification for the proposed hours. | | |
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**DELIVERABLES**

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|  | **Draft Deliverables** |
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|  | * **One (1) electronic copy in Word of the draft report in ODOT CRP format.**   + USGS 7.5 minute quadrangle at 1:24,000 scale illustrating study area and resources recorded in study area (Report figure 1).   + Aerial map identifying locations that different methods were used and location of auger tests (Report figure 2).   + Map scale should be in feet.   + A minimum of four photographs showing the project area and any disturbances. Noted that there should be no cultural resources in the photographs. * **One (1) electronic copy of each of archaeological site form(s)** **with temporary assigned field numbers including JP number.**   + USGS 7.5 minute quadrangle at 1:24,000 scale illustrating study area and resources recorded in study area (Site Form Figure 1).   + Plan view map overlain on a current aerial clearly identifying site boundaries, positive and negative STPs, features, study area, roadway, and any other relevant information (Site Form Figure 2).   + A minimum of four photographs which should include site overview, each feature, and artifacts recovered. * **One (1) electronic copy of each prehistoric isolated find form(s).**   + USGS 7.5 minute quadrangle at 1:24,000 scale illustrating study area and resources recorded in study area (IF Form Figure 1).   + Plan view map overlain on a current aerial clearly identifying site boundaries, positive and negative STPs, features, study area, roadway, and any other relevant information (IF Figure 2).   + A minimum of four photographs which should include site overview, each feature, and artifacts recovered. * **One (1) electronic copy of each of SHPO Historic Preservation Resource Identification Form**(s) **and Cemetery Form**(s).   + USGS 7.5 minute quadrangle at 1:24,000 scale illustrating study area and resources recorded in study area (HPRI Figure 1).   + Aerial map identifying locations of the resource and its relation to the study boundary and roadway (HPRI Figure 2).   + Structure photographs as color images on 8 ½ x 11 paper. Each structure should contain a minimum of four unobstructed photographs taken from opposing angles. * **One (1) electronic copy of each ODOT Bridge form(s).**   + Bridge photographs as color images on 8 ½ x 11 paper. Each bridge shall contain a minimum of four photographs that accurately illustrate the structure. * **All pages in report and associated forms must be produced on 8 ½ x 11 paper** |

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|  | **Final Deliverables** |
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|  | * **Two (2) stapled hard copies of the Final report in ODOT CRP format with all associated pages of the report in 8 ½ x 11 paper size to the ODOT-CRP POC.**   ODOT Cultural Resources Program  3200 Marshall Ave, Room 110  Norman, OK 73019   * **Stapled hard copies of the Final report in ODOT-CRP format with all associated pages of the report in 8 ½ x 11 paper size to the Tribal Liaison** (contact NEPA prime for required number of final hard copies).   Rhonda S. Fair, Ph.D.  Director – Tribal Coordination  Oklahoma Department of Transportation  200 N.E. 21st Street  Oklahoma City, Oklahoma 73105   * **One (1) digital PDF copy of the ODOT CRP report to ODOT-CRP *and* to the Tribal Liaison.** * **One (1) digital Word copy of the ODOT CRP report.** * **One (1) digital PDF copy of each Oklahoma Archaeological Site Survey Form, Bridge form, and HPRI Form.** * **GIS Shapefiles of the study area (NAD 27).** * **GIS Shapefiles of archaeological sites documented during the investigations (NAD 27).** * **Two (2) stapled hardcopies each of archaeological site form(s) with ODOT assigned trinomials.** * **One stapled hard copy of each SHPO Historic Preservation Resource Identification Form(s).**   + Maps and Structure photographs submitted as color images labeled as discussed above. * **One stapled hard copy of each ODOT Bridge form(s).**   + Bridge photographs submitted as color images labeled as discussed above. * **One PDF copy of Final Report Transmittal Form** |
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