



Alpine Archaeological Consultants is a respected, full-service archaeological consulting firm established in 1987 to help clients implement their projects through compliance with historic preservation laws. For more information about Alpine, please visit our website: [www.alpinearchaeology.com](http://www.alpinearchaeology.com)

We believe that the best way to help clients realize their project goals is to offer expert services, delivered in a timely and cost-effective manner. Alpine's commitment to excellence in consulting is exemplified by our corporate membership in the American Cultural Resource Association and by certification of the company principals as Registered Professional Archaeologists (RPA).



## Alpine's Organization

### **Corporate Background**

Alpine was founded in 1987 by its principals, Susan M. Chandler, Jonathon C. Horn, and Alan D. Reed. It is a small business that engages solely in contracted cultural resource studies throughout the Rocky Mountain West, Great Basin, and Southwestern states for private clients and federal or state agencies. The firm employs 20 full-time archaeologists, an Office Manager, and an Office Assistant. The archaeological staff includes specialists in artifact analysis, GIS, ethnobotany, historic archaeology, and prehistoric archaeology.

Alpine offers a wide range of cultural resource services, including preparation of cultural resource portions of Environmental Impact Statements, cultural resource overviews, research designs, treatment plans, National Register nominations, Historic American Engineering Record (HAER) packages, management plans, and historic research. Much of Alpine's work involves field investigations; these commonly consist of cultural resource inventories, ruins stabilization and assessment, archaeological testing, monitoring, and controlled archaeological excavations.

## Facilities

Alpine owns an office building at 900 S. Townsend Ave. in Montrose, Colorado, with 8,400 square feet of office, laboratory, and storage space. Secure artifact and record storage is available in Alpine's two fireproof vaults. Alpine's assets include a research library containing approximately 2,000 volumes; a 22-station computer network; two Hewlett-Packard LaserJet PS printers; a Xerox Phaser 6200 DX color printer; and an HP DesignJet 750C color plotter. Computer peripherals include a negative/slide reader, CD and DVD writers, tape drives, a color scanner, and a multimedia projector. Other office equipment includes a facsimile machine, three laptop computers, a Xerox 5334 copier, and GBC and thermal report binding systems. Alpine also has a wide range of computer software, including accounting, word processing, database management, statistics, and GIS applications. The corporation also owns a full range of archaeological excavation, survey, and laboratory equipment. Field equipment includes four Trimble ProXR Global Positioning System units capable of sub-meter accuracy; two Trimble GeoExplorer XT units capable of sub-meter accuracy; hand-held GPS units; David White, Sokkia, and Ushikata transits; cameras; screens; shovels; and small excavation gear. Most transportation needs are met with Alpine's fleet of nine four-wheel drive vehicles. Alpine's fully equipped archaeological laboratory includes a Meiji EMZ-5 zoom stereo microscope, light tables, computers, and a fully equipped darkroom.



Alpine Archaeological Consultants, Inc. provides a wide range of cultural resource services. Much of our work involves assisting development companies in complying with historic preservation laws, such as Section 106 of the National Historic Preservation Act or the National Environmental Protection Act. Alpine also assists public sector agencies in meeting their regulatory requirements in managing cultural resources. Alpine personnel have extensive experience working with the pertinent legislation and the regional cultural resources, which helps insure timely and cost-effective work performance.

## Expertise

- Cultural resource overviews, research designs, management plans, and treatment plans
- Cultural resource sections of Environmental Impact Statements and Environmental Assessments
- Field inventory
- Archaeological testing and controlled archaeological excavations
- Construction monitoring
- Ruins stabilization and assessment
- Preparation of Historic American Engineering Records (HAER)
- Historic and prehistoric artifact analyses
- National Register nominations
- Macrobotanical and faunal analyses

### **Federal Government Client List**

Department of Energy  
    Western Area Power Administration  
Department of Interior  
    Bureau of Land Management  
    Bureau of Reclamation  
    National Park Service  
Department of Agriculture  
    Farmer's Home Administration  
    Forest Service, Region 2  
    Natural Resources Conservation Group  
Department of Transportation  
    Federal Aviation Administration  
    Federal Highways Administration  
U.S. Army Corps of Engineers  
U.S. Postal Service

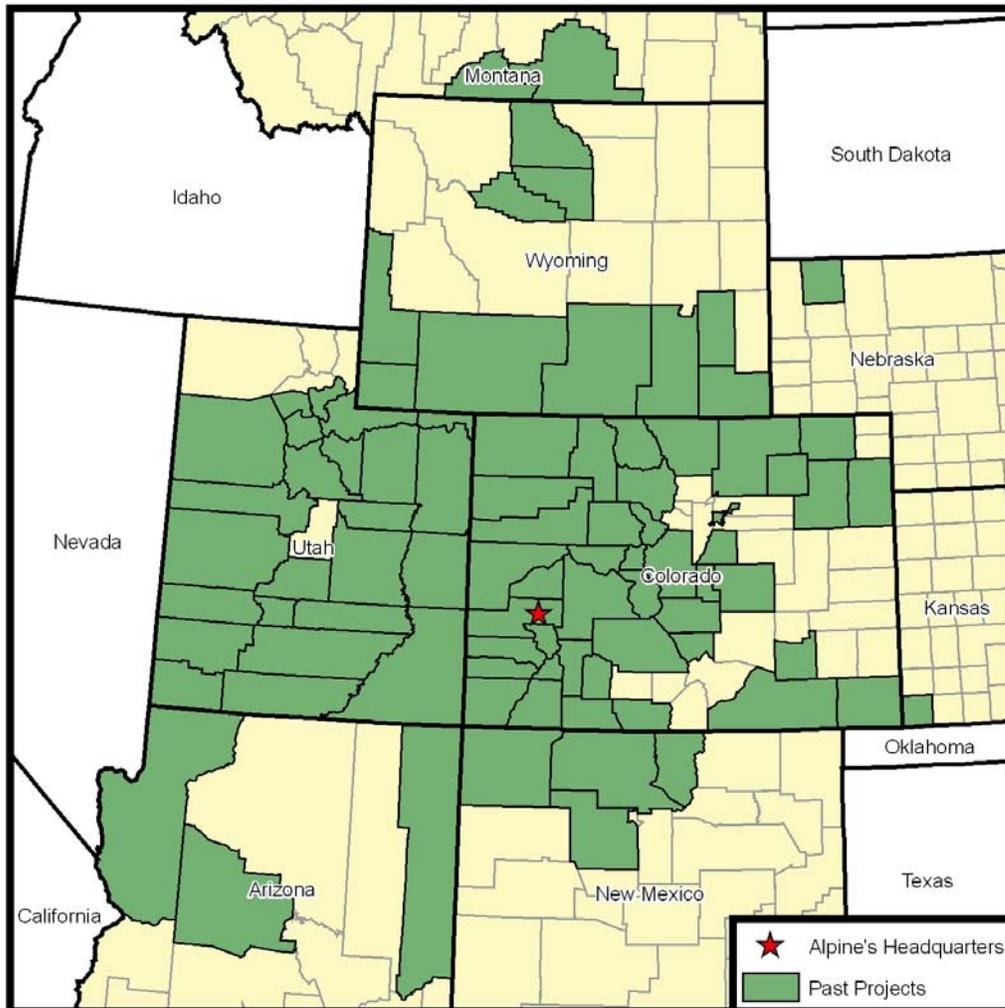
### **Other Clients Include**

- State agencies
- Pipeline companies
- Public utilities
- Mining companies
- Private landowners
- Environmental consulting firms
- Municipalities
- Other large and small businesses



## Region of Expertise

Alpine Archaeological Consultants, Inc. is based in western Colorado, not far from the Utah border, in an area dominated by public landholdings. The majority of Alpine projects have been in the Southern Rocky Mountains, Central Plains, Colorado Plateau, and Great Basin provinces of Colorado, Utah, New Mexico, and Wyoming. Counties where Alpine projects have been conducted are shown in green on the map below.





Alpine Archaeological Consultants, Inc.'s professional staff has extensive experience in cultural resource consulting. Many of these individuals meets or exceeds the qualifications established in the *Secretary of the Interior's Standards and Guidelines* (48 FR Part IV). Alpine's staff archaeologists have worked in every western state in the United States, with their primary focus being on the archaeology of Colorado, New Mexico, Utah, and Wyoming. Each member of Alpine's team has an excellent record for carrying research projects to completion. The responsibilities assigned to key personnel are those that most effectively utilize each person's expertise and capabilities.



## Price List

### SIN-899-1RC: Environmental Planning Services & Documentation

Alpine will calculate the total price for Environmental Planning Services & Documentation at the time the Delivery Order is placed. You may contact Alpine directly at 970-249-6761 ext. 12 or [susan\\_chandler@alpinearchaeology.com](mailto:susan_chandler@alpinearchaeology.com) for a cost estimate.

Alpine's hourly rates by labor category are listed below:

<b>Labor Category</b>	<b>GSA Hourly Rate</b>
Project Administrator	\$68.41
Principal Investigator	68.41
Project Archaeologist	47.22
Asst. Crew Supervisor	36.24
Field/Lab Archaeologist	33.69
Laboratory Supervisor	44.67
Asst. Lab Supervisor	36.24
GIS/Graphics Director	44.67
GIS/Graphics Specialist	36.76
Office Manager	40.36
Production (Office) Assistant	26.04
Copy Editor	40.84

## ***Alpine Archaeological Consultants, Inc. Position Descriptions***

### Project Administrator

The basic function of this position is to administer and control the administrative support operations of the company. Responsible for matters of accounting, payroll, preparation of project proposals and job costing, logistics, sales and marketing, general and detailed financial reporting for the administrative support of all functions of the company. Participate with other executive officers in strategic financial planning etc. Produce required and necessary operating and financial reports in a timely and accurate manner and provide logistic and clerical support as required.

Preferred Education: A four years college degree with Business and / or Finance training through seminars, classes or graduate education.

Experience Required: Five to 10 years experience in senior management of a consulting type corporation with progressive responsibilities.

Skills, Knowledge and Abilities Required:

- Ability to work independently, to supervise and work well with others in a multi-functional environment.
- Accounting, statistical and analytical knowledge. Good comprehension of accounting and spreadsheet software, excellent reading, writing and verbal skills.
- Reasoning Ability - Ability to apply principles of logical thinking to a wide range intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to manage a variety of activities simultaneously.

### Principal Investigator

The basic function of the Principal Investigator is to oversee and coordinate the activities of all cultural resource work done under the permit issued to the company and organization so that all work related to archaeological and historical preservation consulting business is performed in accordance with governmental laws and regulations.

Provide effective management and leadership to the technical personnel of the company, ensuring that all contracts awarded are completed accurately, timely, within budget, with a high degree of quality, and that they produce an acceptable level of profit.

Other critical functions include research, projects supervision, write-up and report reviews, communications, agencies interaction, and any other work that relates to the consulting business.

Education Required: M.A. in Anthropology or Archaeology or related field.

Experience Required: A minimum of 5 years experience as a Project Director / Project Manager in the prehistoric and historical archaeological fieldwork, history, analysis, report preparation, and understanding of the various federal and state cultural resource regulations, including Section 106 of the National Historic Preservation Act.

### Project Archaeologist (sometimes called Project Director)

The function of the Project Director is to direct and coordinate the activities of all professional archaeological work activities, perform scientific research and study of past human activities and physical remains of human life, write reports, and any related work

assigned to him / her, in order to deliver the contractual requirements. Other critical functions include project budgeting, work scheduling, document control, GPS instrument handling, photography, and any other work that relates to the projects.

Education Required: B.A. in Anthropology or related field.  
Preferred: M.A. in Anthropology or related field

Experience Required: Sufficient experience in Cultural Resource Management(CRM), preferably involving Section 106 of the National Historic Preservation Act compliance projects to meet federal and state agency permitting requirements as a Field Director in Colorado, Utah, and / or Wyoming, and New Mexico. Experience in managerial activities, and field crew supervision including personnel safety.

#### Skill, Knowledge and Abilities Required

- The use of analytical and observational skills which demonstrate an ability to plan, organize, direct, budget, control, and coordinate archaeological activities. Abilities in identifying, evaluating, and mitigating effects of impacts on archaeological and historical resources.
- Knowledge of archaeological principles, theories, concepts, methodologies, and survey and excavation techniques, research methods, and procedures related to either prehistoric or historic cultural resources.
- Demonstrate ability and experience in research, survey, excavation, analysis and writing.
- Possess effective interpersonal and communication skills
- Be willing to travel often.
- Familiarity with software: MS Word, Access, and Excel are essential; experience with ArcView is a plus.
- Other desirable skills include material culture analysis and statistical / spatial analysis.

#### Assistant Crew Supervisor

Under the general supervision of field director/project archaeologist, performs skilled tasks. Conducts hand excavations, completes plan and profile maps of excavated units, completes standard feature and level forms, screens soils to recover artifacts. Performs flotation of soil samples, walk over, and shovel testing. Catalogs, packages/labels archaeological artifacts. Maintains field equipment and supplies. Conducts inventories of cultural resources in areas of proposed projects. Researchers reference materials such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas. Performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains. Identifies and records historic and prehistoric cultural resource sites. Helps prepare cultural resource inventory reports and maps. Insures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures.

Education Required: B.A. in Anthropology or related field.

Experience Required: Experience in Cultural Resource Management(CRM), preferably involving Section 106 of the National Historic Preservation Act compliance projects, including field and/or laboratory work.

#### Field/Laboratory Archaeologist

Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project archaeologist performs unskilled and semi- skilled tasks at archaeological field sites. Assists crew chief in activities associated with the excavation of project areas and found features. Walks over project searching for archaeological materials such as historic and prehistoric remains. Excavates, screens, back-fills excavated areas. Assists in preparation of sketch maps and forms, and field photography. Conducts simple surveys using compass, topographical map and aerial photographs. Determine the exact locations of sites and marks them on maps and/or aerial photographs. Records information on archeological site survey form and prepares simple reports. Cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

Education Required: B.A. in Anthropology or related field.

Experience Required: None.

Experience Preferred: Experience with archaeological field and/or laboratory work, such as an archaeological field school or previous archaeological project experience..

#### Laboratory Supervisor

The basic function of the Laboratory Supervisor is to oversee all aspects of lab organization and operations to produce the desired results in the correct format, as specified by Project Directors. Responsibilities include artifact processing, classification, measurement, and curation, reporting from and maintenance of computer-based artifact catalog, research and analysis for previously and newly excavated assemblages. He / she must coordinate the laboratory services with archaeological field activities and in-office work. Other critical functions include work scheduling; document control, including all required state site forms, site and project maps, and report graphics; GIS field mapping; provision of field crews, and any other work that relates to the projects.

Education Required: B.A. or B.S.

Education Preferred: M.A. in Anthropology or related field, with emphasis on Archaeology.

Experience Required: Five years experience in archaeology, one year in a supervisory capacity in archaeological laboratory and managerial experience in consulting environment.

Skill, Knowledge and Abilities Required: The use of analytical and observational skills which demonstrate an ability to organize, direct, budget, control, and manage a laboratory department. Demonstrated experience with relational database applications, and expertise in culture resource management.

### Assistant Laboratory Supervisor

The basic function of the Assistant Laboratory Supervisor is to prepare information tools to be used by crews to perform field work, and to convert information from the field into products for publication in reports. Write reports, and any related work assigned to him / her. Other critical functions may include providing estimates for project budgeting, collection of file search information, data entry, work scheduling, and document control. Field work as a member of excavation / survey team, GPS instrument handling, photography, and any other work that relates to the projects.

Education Required: B.A. in Anthropology or related field.

Experience Required: Previous experience in archaeology, including archaeological laboratory work.

### GIS/Graphics Director

The Geographic Information Specialist/Graphics Director must be proficient with ArcView software. Experience with the Image and Spatial Analysis extensions, Microsoft Access, and Excel programs is also desirable. Familiarity with archaeological field techniques is desirable, but not necessary.

Education Required: B.A. or B.S.

Experience Required: Total comfort in a Windows environment with interoffice networking, a firm understanding of Microsoft Office, experience with image editing programs such as Corel PhotoPaint, and enough experience to be comfortable in a variety of programs. Must be confident with computer hardware and peripherals. Experience with Adobe and DOS a plus.

The job includes the following tasks:

- Create site location maps using USGS topo maps and hand drawn or GPS site data
- Create detail site maps and layouts from hand drawn maps and from GPS data
- Create a variety of other more generalized maps and layouts, such as project area maps, using USGS topo maps or other available ESRI maps
- Create detailed maps of excavation blocks
- Create detailed drawings of features and feature profiles
- Create density maps from artifact data
- Supervisor of GIS/Graphics Specialist staff members

### GIS/Graphics Specialist

The basic function of the Graphics Specialist is to make maps for field use and for publication in reports and on required state site forms, and any related work assigned to him/her. Other critical functions may include providing estimates for project budgeting, collection of file search information, data entry, work scheduling, and document control. Field work as a member of excavation / survey team, GPS instrument handling, mapping, photography, and any other work that relates to the projects.

Education Required: high school diploma

Education Preferred: B.A. or B.S.

Experience Required: experience with GPS instrument handling and ArcView software

Office Manager

Handles project accounting, accounts payable, accounts receivable, and payroll and is our primary human relations person. She oversees maintenance of our facilities, equipment, and vehicles. Assists with computer software issues, including formatting final reports for clients.

Education Required: high school diploma

Experience Required: accounting, word processing

Production (Office) Assistant

Assists office manager. Copies and binds reports. Handles mailings. Processes job applications and hires seasonal archaeologists. Handles field logistics for archaeological crews (car rentals, hotel reservations, etc.). Orders office supplies.

Education Required: high school diploma

Experience Required: none

Copy Editor

Checks reports for spelling, grammar, consistency, and references. [note: we currently hire someone not on our staff to do this job]

Education Required: high school diploma

Education Preferred: B.A. or B.S.

Experience Required: proficient in the English language, including rules for spelling, grammar and punctuation.