

Contractor: Commonwealth Cultural Resources Group

Address: 2530 Spring Arbor Road
Jackson, MI 49203

Business Size: Small Business

Telephone: (517) 788-3550

FAX Number: (517) 788-6594

Web Site: www.ccrinc.com

Contact: Andrew Weir

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Contract Number: GS10F0114Y

DUNS#: 187035985

Contract Period: January 10, 2012 – January 9, 2017

1. Awarded Special Item Number(s):

899-1 Environmental Consulting Service NAICS 541620

899-7 Geographic Information Systems (GIS) Services NAICS 541620

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: Discounts for an additional:

3% for Task Orders of \$250K to \$499,999

4% for Task Orders of \$500K to \$999,999

5% for Task Orders of \$1,000,000 or more.

8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will not accept over \$3,000
10. **Foreign items:** None
11. **Time of Delivery:** Specified on Task Order
12. **F.O.B. Point(s):** Destination
13. **Ordering Address(es):** Same as Contractor
14. **Payment Address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges (if applicable):** NOT APPLICABLE
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** NOT APPLICABLE
19. **Terms and conditions of installation (if applicable):** NOT APPLICABLE
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** NOT APPLICABLE
- 20a. **Terms and conditions for any other services (if applicable):** NOT APPLICABLE
21. **List of service and distribution points (if applicable):** NOT APPLICABLE
22. **List of participating dealers (if applicable):** NOT APPLICABLE
23. **Preventative maintenance (if applicable):** NOT APPLICABLE
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
NOT APPLICABLE

25. Labor Descriptions

899-1, 899-7 Project Manager M.A. 5 years

Manages multiple projects focusing on administrative and technical support. Provides project management and leadership or project staff. Responsible for client development, contract budgets, project scheduling and deadlines, as well as quality of work. Prepares and executes research designs, produces well-written and professional technical reports, and ensures availability of resources.

Specialized Experience includes:

- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of National Historic Preservation Act and its regulations.
- Capable of managing contracts and sub contracts of various types and complexity.
- Previous involvement in all phases (inventory, evaluation, and data recovery) of cultural resource investigations.

899-1, 899-7 Principal Investigator M.A. 5 years

Manages various aspects of small and large archaeological projects including supervision of personnel and physical resources, budgeting, preparation of proposals and reports, monitoring field procedures, and performance of field procedures. Supervises and performs all aspects of field research, data analysis, and writing of project reports. Instructs field personnel on methods of inventory, and provides verbal and written instructions for specific tasks.

Specialized Experience includes:

- Development of projects from inception to conclusion.
- Expertise in the design, execution, and supervision of research.
- Previous involvement in all phases (inventory, evaluation, and data recovery) of cultural resource investigations.
- Valid and continuous membership with the Register of Professional Archaeologists.
- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of the National Historic Preservation Act and its regulations.

899-1,899-7 Historian B.A. 1 year

Conducts background information and deed research and prepares historical contexts in support of cultural resource studies. Gathers evidence through interviews and examination of materials in archives and files. Performs survey and National Register file searches to gather information on previously documented resources in project areas.

Specialized Experience includes:

- Assists in final editing and production before publication.
- Analyzes, selects, preserves, and organizes by key documentation.
- Organizational and indexing skills, ability to create and maintain in-house reference library.

899-1, 899-7 Architectural Historian M.A. 1 year

Researches, analyzes, and documents historic properties. Performs on-site inspections of historic sites involving interviewing owners or residents about the site's history, photographing structures, and writing detailed descriptions of the features of primary building, outbuildings, and landscape features.

Prepares a site plan showing the location and lay out of buildings and their features. Produces or contributes to reports, proposals, and other documents.

Specialized Experience includes:

- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of the National Historic Preservation Act and its regulations.
- Detailed understanding of all eligibility criterion for acceptance and listing on the National Register of Historic Places.
- Authors nominations for listing on the National Register of Historic Places.

899-1, 899-7 Project Director M.A. 3 years

Responsible for execution of small and large archaeological projects and tasks including supervision of personnel and physical resources, performance of field procedures, staffing, and scheduling. Creates and maintains daily records of field progress, site characteristics, and location. Produces or contributes to reports, proposals, and other documents.

Specialized Experience includes:

- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of the National Historic Preservation Act and its regulations.
- Valid and continuous membership with the Register of Professional Archaeologists.
- Knowledge of archaeological principles theories, concepts, methodologies, survey, and excavation techniques.
- Previous involvement in all phases (inventory, evaluation, and date recovery) of cultural resource investigations.

899-1, 899-7 Field Director M.A. 2 years

Manages various aspects of small archaeological projects and tasks including supervision of personnel and physical resources, preparation of reports and other project documents, and performance of field procedures. Instructs field personnel on methods of inventory, and provides verbal and written instructions for specific tasks. Conducts field procedures including surveys, monitoring, mapping, photographing, and data recovery activities. Performs site file searches using museum, university, and federal and state records. Produces or contributes to reports, proposals, and other documents.

Specialized Experience includes:

- Demonstrated capability in managing and reporting field aspects of archaeological survey and excavation projects.
- Previous involvement in all phases (inventory, evaluation, and date recovery) or cultural resource investigations.

899-1, 899-7 Artifact Analyst B.A. 1 year

Processes all artifacts, samples, field forms, and photographic materials submitted from field projects. Responsible for washing, sorting, and initial analysis of artifacts. Maintains project database to identify, inventory, and track all artifacts. Generates raw data for creation of tables and assists in compiling statistical data for technical reports.

Specialized Experience includes:

- Previous involvement in all phases (inventory, evaluation, and date recovery) or cultural resource investigations.
- General knowledge of artifact class typology for preliminary artifact identification.
- Specialization and analytical capabilities in at least one major artifact type as means to perform detailed artifact analysis.

899-1, 899-7 Archaeological Technician I B.A. 0 years & Field School**

Performs all aspects of field archaeology, including survey, excavation, data recovery, and testing. Completes plan and profile maps, catalogs and labels artifacts, and identifies and records historic and prehistoric cultural resource sites.

Experience includes:

- Excavation techniques, field recording, mapping, artifact processing and cataloging.

899-1, 899-7 Archaeological Technician II B.A. 2 years & Field School**

Performs all aspects of field archaeology, including survey, excavation, data recovery, and testing. Completes plan and profile maps, catalogs and labels artifacts, and identifies and records historic and prehistoric cultural resource sites.

Experience includes:

- Excavation techniques, field recording, mapping, artifact processing and cataloging.
- General knowledge of artifact class typology for preliminary artifact identification.

899-1, 899-7 Archaeological Technician III B.A. 2 years & Field School**

Performs all aspects of field archaeology, including survey, excavation, data recovery, and testing. Completes plan and profile maps, catalogs and labels artifacts, and identifies and records historic and prehistoric cultural resource sites.

Experience includes:

- Excavation techniques, field recording, mapping, artifact processing and cataloging.
- General knowledge of artifact class typology for preliminary artifact identification.
- Crew Supervision and efficient delegation of tasks.

899-1, 899-7 Editor/Compliance Specialist B.A. 3 years

Provides quality assurance and quality control for all project products. Edits technical documents and related materials for consistency, clarity, proper syntax and grammar, style, formatting, and technical accuracy. Assists in report assembly and production by ensuring all text, figures, tables, references, and appendices conform to the appropriate federal, state, and local documentation requirements and are accurate and in order.

Specialized Experience includes:

- Strong working ability with Microsoft Word, Access, and Excel.
- Understanding and execution of editorial styles and guidelines.
- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of the National Historic Preservation Act and its regulations.

899-1, 899-7 Laboratory Director B.A. 1 year

Supervises all operation of archaeological laboratory including artifact cataloging, processing, preliminary analysis, and curation. Creates project databases to identify, inventory, and track all artifacts. Oversees scheduling, project staffing, and field logistics. Reviews site documents, state site forms, maps, report graphics, and GIS data for detailed documentation and accuracy. Manages laboratory and field equipment, distribution of materials, and laboratory staff.

Specialized Experience includes:

- Proficient knowledge of relational database software such as Microsoft Access.
- Specialization and analytical capabilities in at least one major artifact type as means to perform detailed artifact analysis.
- Previous involvement in all phases (inventory, evaluation, and data recovery) of cultural resource investigations.

899-1, 899-7 Graphics/GIS Specialist B.A. 1 year

Manages digital production of maps and other graphics using GIS-related software. Responsible for computer graphics, information systems, computer cartography, and drawing for field use as well as publication in reports and on required state site forms. Oversees site and artifact photography for use in publications and presentations. Handles technical support for all computer operations including office file sharing, maintenance and repairs, as well as server monitoring and equipment purchasing.

Specialized Experience includes:

- Proficient knowledge in: Arc/Info, AutoCAD, ArcGIS, ArcView, Adobe Illustrator, and Photoshop.
- Experience with Image and Spatial Analysis extensions, Microsoft Access, and Excel programs.

899-1, 899-7 Production Coordinator A.A. 1 year

Performs secretarial duties and assists in report production. Responsible for completing word processing, data entry, and other computer tasks as assigned by project managers and editors. Handles report formatting, assembly, tracking, and archiving. Maintains computer records, company forms, and manages all requests for reports and/or supporting documentation.

899-1, 899-7 Underwater Archaeologist M.A. 3 years

Senior archaeologist with demonstrated expertise in nautical and underwater archaeology. Conducts offshore and near-shore surveys and produces or contributes to reports, proposals, and other documents in relation to underwater findings. Performs remote sensing surveys (bathymetric, side-scan sonar, magnetometer, sub-bottom profiler) and GIS-related mapping.

Specialized Experience includes:

- Divemaster Certification through licensed training agencies such as PADI, SSI, SDI, and NAUI.
- Proficient knowledge of state and federal guidelines relevant to Cultural Resource Management, including Section 106 of the National Historic Preservation Act and its regulations.
- Previous involvement in all phases (inventory, evaluation, and data recovery) of cultural resource investigations.

COMMONWEALTH CULTURAL RESOURCES GROUP INC.

COMMERCIAL MARKET PRICING LIST

SIN: 889-1

20 YEARS OF RATES

SIN: 889-7

*Market Pricing / 3% Fixed Escalation / Includes Industrial Funding Fee

*CCRG considers GSA to be a most favored customer and is able to offer MFC pricing to GSA

<u>Labor/Service Category</u>	<u>MFC Hourly Rate</u>	<u>Applicable MFC Discount</u>
Labor:		
Project Managers	\$78.91	6.89%
Principal Investigators	\$61.25	6.89%
Historians	\$64.25	6.89%
Architectural Historians	\$61.60	6.89%
Project Directors	\$44.76	6.89%
Field Directors	\$40.52	6.89%
Artifact Analysts	\$39.81	6.89%
Archaeological Tech. I**	\$51.49	6.89%
Archaeological Tech. II**	\$57.19	6.89%
Archaeological Tech. III**	\$68.38	6.89%
Editor/Compliance Specialist	\$56.53	6.89%
Laboratory Director	\$44.17	6.89%
Graphics/GIS	\$44.29	6.89%
Production Coordinator	\$43.46	6.89%
Underwater Archaeologist	\$56.56	6.89%

**Indicates SCA eligible labor categories, see SCA Matrix

Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number Jackson Co. Michigan (Rev-11) posted on www.wdol.gov 06/17/11
Archaeological Tech I**	30021 Archaeological Tech. I**	2005-2277
Archaeological Tech II**	30022 Archaeological Tech. II**	2005-2277
Archaeological Tech III**	30023 Archaeological Tech. III**	2005-2277

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.