



HUNTER RESEARCH, INC.

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Hunter Research Inc. is a historical resource consulting firm offering a full range of cultural resource services to public and private clients throughout the Mid-Atlantic and Northeast United States. Services offered in-house include historical and archival research; prehistoric, historic and industrial archaeological investigation; historic architectural survey and evaluation; and historic resource management planning. Our firm employs archaeologists, geographers, historians, architectural historians, cartographers and graphic designers.

Federal Supply Schedule SIN 899-1

Contract Number GS-10F-018AA

Contract Period 10-29-2012 to 10-28-2017

EXPERTISE

The experienced, highly-qualified staff at Hunter Research brings a balanced, multi-disciplinary approach to the often complex archaeological, architectural and historical problems of contemporary environmental and preservation concerns. Most of the firm's work involves the provision of specialized consulting services to public and private clients complying with federal, state or local environmental legislation designed to document, evaluate and, where necessary, protect historic resources.

Hunter Research typically provides historical resource consulting services in connection with transportation planning (e.g., new highway construction; highway widening and intersection improvements; bridge replacement projects; railroad improvements; airports); water resources planning (e.g., reservoir construction, flood control projects, canal rehabilitation); utilities planning and installation (e.g., transmission line and pipeline projects; sanitary sewers and storm drains); urban redevelopment (mixed-use redevelopment projects in urban settings involving commercial, industrial, transportation and residential land uses); private and public residential development in rural, suburban and urban contexts; recreational planning (federal, state, county and municipal parks; historic sites development); and restoration and rehabilitation of historic structures (public buildings; private homes). The standard professional services offered by the firm include background and archival research; archaeological investigation (including the

capability to work on sites contaminated by hazardous materials); historic architectural studies; material culture studies; preparation of reports, other written materials and graphics; geographic information system (GIS) services; peer review and expert testimony; educational programs; and displays and exhibits.

ARCHIVAL RESEARCH

Our historians have experience in conducting background and archival research at Federal, state and local repositories in New Jersey, Delaware, Pennsylvania, New York, Maryland and the District of Columbia. Depending on the scope and needs of the project, the following types of documents would be consulted as part of the research task: primary archives and manuscripts; public land records (e.g., deeds, mortgages, tax assessments, road surveys); surrogates records (e.g., wills and inventories); population, agricultural and industrial census data; private papers and journals; historic maps and aerial photographs; genealogical records (e.g., births, marriages, deaths); construction plans and as-built drawings (buildings, highways); books, articles, newspapers and other published materials in public and private archives, and in public and university libraries; government agency maps and files; museum artifacts and archival collections; historic photographs including aerial photographs; and geotechnical data. In many instances, background research may also entail interviewing and studies in oral history.

ARCHAEOLOGICAL INVESTIGATIONS

Archaeological investigations conducted by our firm can take a variety of forms, including archaeological sensitivity analyses and assessments of archaeological potential; landscape analysis and remote sensing; exploratory field survey with manual or mechanically assisted subsurface testing; large-scale archaeological excavation; archaeological monitoring during construction; underwater archaeological exploration; and geomorphological studies.

ARCHAEOLOGICAL INVESTIGATIONS ON CONTAMINATED SITES

While not a primary focus of the company's work, the archaeological investigation of sites and areas containing potential hazardous materials is occasionally required. Hunter Research maintains a core of staff with 40-hour HAZWOPER certification and 8-hour supervisory training, following the guidelines and regulations in *26 CFR 1910.120: Hazardous Waste Operations and Emergency Response*. Supported by detailed Site Safety and Health plans and appropriate monitoring programs, these staff can operate safely on contaminated sites. Our company policy is to accept work on sites where OSHA protection levels C or D are needed. Archaeological investigations are not undertaken on sites calling for higher levels of protection.

HISTORIC ARCHITECTURAL STUDIES

We offer all aspects of historical architectural services in-house, from rapid inventory and survey through detailed recording and documentation, and addressing both individual properties and historic districts. All types of standing structures and buildings are assessed for eligibility for the National and State Registers of Historic Places. Detailed surveys to standards established by the

Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER) are also undertaken.

MATERIAL CULTURE STUDIES

Our qualified laboratory and material culture staff, supported by a network of subconsultants, provide the following: artifact identification and cataloging; faunal and floral analysis; physical and chemical analysis of cultural materials; conservation of archaeological materials; analysis of human remains; quantitative analysis of cultural materials; and preparation of cultural materials for display or storage.

REPORTING

Upon completion of research, fieldwork and analysis, Hunter Research provides some form of written or graphic documentation describing and analyzing the results of the firm's work. In order of increasing complexity, examples of these products include: letter reports; newsletter items and brochures; management summaries (usually accompanied by maps, plans and photographs); text and graphics for museum or exhibit displays; technical reports (with graphics, tables, charts and appendices); technical documentation for the National Register of Historic Places; journal articles; and books and other publications (e.g., non-technical booklets).

GEOGRAPHIC INFORMATION SYSTEM (GIS)

Hunter Research has developed in-house GIS capabilities. The company maintains the necessary computer resources and trained staff to produce complete spatial analysis systems, thematic layers and interactive maps in most of the current software formats including Environmental Systems Research Institute, Inc. (ESRI) ArcInfo and ArcView, Intergraph Geomedia and AutoDesk AutoCAD Map. The Hunter Research GIS facilities comprise a total station laser transit equipped with a data collector, Trimble hand-held global positioning system units (GPS), laptop computers and digital cameras for on-site data collection and networked graphics-optimized computer workstations, color scanners, and several spatial and data analysis software packages chosen for their versatility in adapting to our clients' needs. Hunter Research also maintains a production room for deliverables equipped with a large-format color plotter, high-resolution color and monochrome laser printers, xerographic equipment, and website development software.

PEER REVIEW AND EXPERT TESTIMONY

As an experienced practitioner in cultural resource management, Hunter Research has been engaged on a number of occasions in recent years to review the work (the reports and recommendations) of other consulting firms. The firm has been hired on retainer to serve in this capacity by various public agencies, including the State of Vermont and the Townships of Princeton and Evesham in New Jersey. The company's senior staff have also been required to provide expert testimony in public hearings on matters pertaining to land use and planning. Such services have been supplied, for example, to the New Jersey Water Supply Authority and the New Jersey Turnpike Authority.

EDUCATIONAL PROGRAMS

Hunter Research believes strongly in the importance of public education in cultural resource management and historic preservation. We have provided planning, advice and staffing for a 5th grade archaeology program in Union County, New Jersey and for middle schoolers in the Lawrence Township public schools. Staff members regularly give presentations to schools and community groups. Among the public outreach documents prepared by our firm is a teacher's guide on Trenton's pottery industry, and a series of booklets on the archaeology and history of the Lambertson section of Trenton, New Jersey. As a subconsultant to the New Jersey Department of Transportation, our firm has developed a format for non-technical summaries for NJDOT cultural resource projects.

HUNTER RESEARCH RATES

<i>Labor Category</i>	<i>Minimum Education</i>	<i>Minimum Years Experience</i>	<i>Price offered to GSA Including IFF</i>
Principal	M.A./M.S.	10	\$133.30
Principal Historian/ Architectural Historian	M.A./M.S.	8	\$88.87
Principal Investigator	M.A./M.S.	8	\$88.87
Architectural Historian	M.A./M.S.	4	\$81.61
Historian	M.A./M.S.	2	\$49.37
Graphic Specialist	B.A./B.S.	2	\$59.24
Senior Archaeologist	B.A./B.S.	4	\$49.37
Lab Supervisor	B.A./B.S.	4	\$49.37
Cartographer	B.A./B.S.	1	\$49.37
Crew Chief	B.A./B.S.	2	\$49.37
Field/Lab Assistant	B.A./B.S.	1	\$44.43

SERVICE CONTRACT ACT MATRIX

<i>SCA WD 05-2355 (Rev 11) 6-17-2011</i>			
<i>SCA Eligible Labor Category</i>	<i>SCA Code Equivalent</i>	<i>Wage Det. Title</i>	<i>Wage Det. No.</i>
Historian	Library Tec.	13058	05 2355
Graphic Specialist	Illustrator I	13041	05 2355
Senior Archeologist	Arch.Tech III	30023	05 2355
Lab Supervisor	Lab. Tech	30210	05 2355
Cartographer	Cartogr.Tech	30030	05 2355
Crew Chief	Arch.Tech II	30022	05 2355
Field/Lab Assistant	Arch. Tech I	30021	05 2355

LABOR CATEGORY DESCRIPTIONS

PRINCIPAL

The Principal requires an M.A. or M.S. degree in archaeology or related discipline and a minimum of 10 years of experience. The Principal collaborates in the assessment of projects in connection with the preparation of responses to client requests for proposals and cost estimates; conducts selected background research tasks related to specific archaeological projects; assists in the development and implementation of field strategies for specific projects; and provides overall site direction and day-to-day management of field projects.

PRINCIPAL HISTORIAN/ARCHITECTURAL HISTORIAN

The position of Principal Historian/Architectural Historian requires an M.A. or M.S. degree in Historic Preservation, Architectural History or related discipline and 8 years of experience. The Principal Historian collaborates in the assessment of buildings, structures, sites and projects in connection with the preparation of responses to client requests for proposals and cost estimates; directions archival and background research components of specific projects; performs selected research tasks related to particular historic architectural and archaeological projects; and coordinates with the Principals in the development and implementation of research, field and analysis strategies for particular projects.

PRINCIPAL INVESTIGATOR

The position of Principal Investigator requires an M.A. or M.S. degree in Archaeology or related discipline and 8 years experience. The Principal Investigator collaborates in the assessment of sites and projects in connection with preparation of responses to client requests for proposals and cost estimates; directs archival, collections and background research components of specific projects and occasionally performs selected research tasks. The Principal Investigator will collaborate with other staff members in the development and implementation of research, field and analysis strategies. He or she provides overall site direction and day-to-day management of selected projects; directs field staff in the compilation and curation of field records, archaeological provenance records, field drawings, and field photography on-site; develops and implements strategies for the processing and analysis of artifact assemblages; and writes technical reports.

ARCHITECTURAL HISTORIAN

The position of Architectural Historian requires an M.A. or M.S. degree in Historic Preservation, Architectural History or related discipline and 4 years experience. The Architectural Historian collaborates in the assessment of buildings, structures, sites and projects in connection with the preparation of responses to client requests for proposals and cost estimates; assists with archival and background research components of specific projects; conducts selected research tasks related to particular historic architectural and archaeological projects; and coordinates with the Principal Historian/Architectural Historian in the development and implementation of research, field and analysis strategies for particular projects.

HISTORIAN

The position of Historian requires an M.A. or M.S. degree in History, Archaeology, or related discipline and 2 years experience. The Historian conducts background, archival and map research for specific historic architectural and archaeological projects.

GRAPHIC SPECIALIST

The position of Graphic Specialist requires a B.A. or B.S. Degree in Archaeology or related discipline and 2 years experience. The Graphic Specialist prepares graphics for current projects; coordinates with the field staff throughout and after fieldwork for management of field graphics; and works with Principal Investigators, Senior Archaeologists, Architectural Historians, and Laboratory Supervisors in site and artifact photography.

SENIOR ARCHAEOLOGIST

The position of Senior Archaeologist requires a B.A. or B.S. degree in Archaeology or related discipline (or equivalent experience) and 4 years experience. The Senior Archaeologist collaborates in the assessment of projects in connection with the preparation of responses to client requests for proposals and cost estimates; conducts selected background research tasks related to specific archaeological projects; assists in the development and implementation of field strategies for specific projects; and is responsible for overall site direction and day-to-day management of field projects.

LAB SUPERVISOR

The position of Lab Supervisor requires a B.A. or B.S. degree in Archaeology or related discipline and 4 years experience. The Lab Supervisor organizes and manages the wet and dry archaeological laboratories; coordinates with senior staff in the preparation of laboratory work strategies for current and proposed field projects; works with field staff throughout and after fieldwork for management of archaeological materials; analyzes, identifies, processes and stabilizes artifacts recovered from field projects; produces computerized artifact inventories for inclusion in final project reports; compiles and maintains material culture research reference materials and bibliographic data for use in the laboratory. The Laboratory Supervisor has primary responsibility for final disposition of artifacts and, where appropriate, field documentation.

CARTOGRAPHER

The position of Cartographer requires a B.A. or B.S. degree and 1 year experience. The Cartographer produces graphics for current projects; digitizes field drawings (plans and profiles) to produce high quality graphics for inclusion in technical reports; creates site plans using a total station laser transit and GPS unit; creates and analyzes multi-layered maps using ArcGIS; use sArcGIS to overlay historic map data on current site and/or project area plans for comparison; and annotates CAD files provided by clients with appropriate cultural resources information.

CREW CHIEF

The position of Crew Chief requires a B.A. or B.S. degree in Archaeology or related discipline and 2 years experience. The Crew Chief liaises between senior archaeological staff and field and

laboratory staff to organize and manage the field equipment throughout project schedule. He or she is responsible for field equipment checkout and return; execution of project fieldwork, both survey and excavation; and assistance in maintaining field records, photo inventory sheets, archaeological provenance records, field drawings, and field photography on-site. The Crew Chief also works with laboratory staff during and after fieldwork for management of archaeological materials and consolidates and prepares field records for report writing.

FIELD/LAB ASSISTANT

The position of Field/Lab Assistant requires a B.A. or B.S. and 1 year experience. The Field/Lab Assistant conducts field survey and excavation and the initial processing of archaeological materials recovered on field projects. He or she is responsible for maintaining and repairing field equipment; maintaining basic field records, photo inventory sheets, archaeological provenance records, field drawings and field photography on-site; bagging, sorting, washing and marking artifacts recovered during field projects. The Field/Lab Assistant will also input field data into databases or spreadsheets as needed.

GSA CONTRACT CUSTOMER INFORMATION

- 1a. Table of awarded Special Item Numbers:
SIN 899-1: Environmental Planning Services & Documentation
- 1b. N/A
- 1c. See table above.
2. Maximum order: **\$1,000,000.00**
3. Minimum order: **\$100.00**
4. Geographic coverage: **Domestic Only**
5. Point of production/performance: **Same as contractor's address**
6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted). See table above.**
7. Quantity discounts: **1% for all single orders over \$500,000.**
8. Prompt payment terms: **1%, 10 days, net 30 days**
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold. **Yes.**
- 9b. Notification whether Government purchase cards are accepted above the micropurchase threshold. **Yes.**

10. Foreign items: **None**
- 11a. Time of delivery: **As negotiated between Contractor and Ordering Agency**
- 11b. Items available for expedited delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. F.O.B. Point: **Destination**
- 13a. Ordering address: **Same as contractor's address**
- 13b. Ordering Procedures: **For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. Payment address: **Same as contractor's address**
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export packing charges: **N/A**
17. Terms and conditions of Government purchase card acceptance: **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair: **N/A**
19. Terms and conditions of installation: **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **N/A**
- 20a. Terms and conditions for any other services: **N/A**
21. List of service and distribution points: **N/A**
22. List of participating dealers: **N/A**
23. Preventive maintenance: **N/A**
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **N/A**
- 24b. Section 508 Compliance information is available at www.Section508.gov
25. Data Universal Number System (DUNS) number: **17-377-5602**

26. Contractor is registered in Central Contractor Registration (CCR) database.