

DOVETAIL

CULTURAL RESOURCE GROUP

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Fredericksburg, Virginia 22401
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Duns #601409837
Contract Number: GS-10F-0220X
Contract Period: 05/02/2011 to 05/01/2016
Minimum Order: \$100.00
Maximum Order Limitation: \$1,000,000

Contract Administrator: Michael L. Carmody
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GSA Products and Services: Environmental Services

SIN 899-1

SIN 899-RC

SIN 899-7

SIN 899-7RC

Company Profile

Dovetail Cultural Resource Group is a Fredericksburg, Virginia- based full service, woman-owned Cultural Resource Management firm. Our 20-person staff includes archaeologists, architectural historians, historians, graphic designers, GIS specialists, as well as support staff. We are a certified Disadvantaged Business Enterprise (DBE) and Small Business. Dovetail provides a full range of cultural resource services. The staff's complimentary abilities supply a uniquely wide range of specialized expertise, experience, and qualifications.

One of Dovetail's most unique attributes is the multidisciplinary education of our staff. While most cultural resource management firms specialize in either archaeology or architectural history, Dovetail has the capacity to manage studies on both above- and below-ground resources. Over the past three years alone Dovetail's archaeologists have completed investigations on well over a thousand miles of project corridors and associated acreage, including survey, testing, and data recoveries. Over that same period, Dovetail's architectural historians

BACKGROUND

- ❖ WOMAN-OWNED SMALL BUSINESS
- ❖ FULL RANGE OF CULTURAL RESOURCE MANAGEMENT SERVICES INCLUDING AGENCY COORDINATION
- ❖ INTERDISCIPLINARY APPROACH TO CULTURAL RESOURCE MANAGEMENT
- ❖ COST EFFECTIVE AND DEADLINE FOCUSED
- ❖ PROACTIVE QUALITY ASSURANCE/QUALITY CONTROL PROGRAM

STAFF

- ❖ ARCHAEOLOGISTS
- ❖ ARCHITECTURAL HISTORIANS
- ❖ HISTORIANS
- ❖ GIS SPECIALISTS
- ❖ PRESERVATION PLANNERS
- ❖ SUPPORT SERVICES

FEDERAL CLIENTS

- ❖ FEDERAL HIGHWAY ADMINISTRATION
- ❖ DEPARTMENT OF THE NAVY
- ❖ DEPARTMENT OF THE ARMY
- ❖ FEDERAL RAIL ADMINISTRATION
- ❖ NATIONAL GUARD
- ❖ NATIONAL PARK SERVICE

have recorded over 3,000 architectural properties at the reconnaissance (Phase I) level and another 150+ at the intensive level.

Cultural Resource Services

Our staff's complimentary abilities supply a uniquely wide range of specialized expertise, experience, and qualifications. Its principal employees have been working with cultural resources across the Mid-Atlantic and beyond for many decades. Dovetail's staff is fully qualified and experienced in all types of cultural resource studies including National Register of Historic Places (NRHP) nominations, historic and archival research, development of educational materials and programs, historic cemetery identification and analysis, HABS/HAER/HALS documentation, CADD measured drawings, and historic district and battlefield survey and boundary delineation studies as well as Phase I through III archaeological studies. We are fully qualified and equipped to complete Geographic Information System (GIS) analysis and documentation for projects, as well as produce GIS based products including predictive models, shape files and interactive program files.

Archaeology

Dovetail's archaeologists have experience with all levels of project archaeology, including Phase I surveys, Phase II testing, Phase III data recovery, archaeological monitoring, excavation of human burials and global positioning system (GPS) and GIS documentation and analysis. They have extensive experience identifying and analyzing prehistoric and historic features and artifacts. In addition, Dovetail has ample experience working with multiple agencies including the U.S. Army Corps of Engineers, Fort Pickett, Marine Corps Base Quantico, State Historic Preservation Officers (SHPO) in Virginia, Washington D.C., Maryland, West Virginia, Delaware, and others, as well as the Virginia Department of Transportation (VDOT), the North Carolina Department of Transportation, the Delaware Department of Transportation, the Maryland Transit Authority and the Virginia Department of Rail and Public Transportation among others. We have also worked extensively with consulting parties, local interest groups, and other preservation professionals to understand the legal, historic, and socio-cultural contexts of archaeological sites.

Dovetail also has ample experience analyzing and curating artifacts, as well as working with landowners and other interest groups, to examine the collection and determine what the best approach to permanent storage or display. We can help work with area SHPOs or other facilities to assure that all artifacts are properly curated.

Architectural History

Our architectural historians have abundant experience recording above-ground cultural resources, including buildings, districts, objects, and structures. We complete reconnaissance surveys, intensive analyses, historic structures reports, and viewshed determinations on resources ranging from individual properties to historic districts to entire counties. The staff is intimately familiar with not only how a building looks on the outside, but more importantly, how it was put together and why. Moreover, our documentation skills go beyond exterior investigations to include the completion of measured drawings, site plans, digitized GIS shape files, and historic overlays. A deep understanding of our built environment leads to a better evaluation of historic context and a solid platform for preservation planning. Dovetail's staff has experience working in urban districts, rural settings; from large, sprawling estates with many contributing resources to single structures, as well as within military context.

Archival and Historical Research

Another specialized cultural resource skill that Dovetail brings to the table is the ability to conduct primary source research. Our staff has ample experience completing chain of titles to document property ownership and examining historic plat maps. This is especially important when working with a historic building or a historic archaeological site. In addition to deeds, Dovetail has extensive experience conducting research projects using historic newspapers, census records, land tax records, historic maps, insurance documents, historic photographs and drawings, and birth/death records. The staff is also experienced in working with agencies to uncover records that are kept on-hand within agency offices. For example, the many VDOT Residency offices retains records on road projects going back to the 1920s that illustrate buildings and landscape alterations along roadways throughout the area at that time.

Dovetail also has experience completing oral histories and genealogies. These services are imperative when trying to understand the full historic context of a place often used during both historic investigations and Traditional Cultural Properties. We have recreated family trees dating back hundreds of years and interviewed local residents to record their histories to add to our larger public memory on the history of Virginia.

Burial Sites/Cemetery Research

Cemeteries are a unique resource in that they comprise both above-ground and below-ground elements. Moreover, cemeteries often evoke a particular level of personal feelings for the descendents of those interred in these areas. Dovetail's staff has completed numerous projects surrounding both the physical and emotional vestiges of burial areas. In addition to recording headstones, fences, and other markers, Dovetail has mapped both marked and unmarked graves in several cemeteries to delineate the interments and the cemetery boundaries. If necessary, our staff is also very experienced in exhuming and reintering human remains. We then work with the descendent communities on the reinterment of the remains in a manner that befits all involved parties.

One of the specialties of Dovetail is non-intrusive site identification. Dovetail has utilized several techniques to identify subsurface remains, especially burials, without having to excavate. Dovetail has experience with a variety of non-invasive techniques ranging from simple penetrometer studies to ground penetrating radar. Our staff has used these types of techniques in an array of settings. These types of techniques provide the opportunity to derive data without excavation and to allow the preservation staff to pin-point areas to either excavate or avoid. In burial situations, these techniques can be particularly effective.

Battlefield and Civil War-era Sites

Although the Civil War only encompassed a four-year period, the physical and social effects it had on our country were massive. Civil War-related resources are multifaceted and imbued with particular sensitivity. Moreover, the examination of these resources takes a particular set of skills. Dovetail has conducted cultural resource work on battlefields, campsites, earthworks, and other war-related properties. We have ample experience conducting surveys using a combination of pedestrian reconnaissance, subsurface investigation, GPS and GIS, and metal detecting. In addition, Dovetail has a special relationship with both professionals conducting this work as well as advocationals who are interested in the Civil War period. Although many of our Civil War sites have been affected by relic hunting over the past century, a combined effort of fieldwork, research, and oral histories provides a thorough context for Civil War sites.

Project Services

Dovetail brings more to the project than just the ability to conduct the technical studies. We also have extensive experience working with localities, agencies, and individuals to help with their cultural resource needs. In addition, our staff has relationships with cultural resource professionals working in many of our local, state, and federal repositories. This assures that all avenues of inquiry will be investigated during the project.

Because of our staff's background and their experience on a variety of projects across the country, the Dovetail staff has extensive knowledge on all cultural resource regulations that could be applicable during projects, including:

- National Historic Preservation Act of 1966 including Section 106 and 110
- National Environmental Policy Act
- Section 4(f) of the US Dept of Transportation Act of 1966
- Section 404 of the Clean Water Act and other Corps legislation
- Native American Graves Protection and Repatriation Act

Dovetail not only has extensive experience in conducting cultural resource investigations on prehistoric sites, but they also have established relations with many of the key Native American groups who may be involved projects. In particular, Mr. Michael Carmody, Dovetail's Vice President, has a long history working with Native American Tribes. Through these experiences Dovetail has gained a strong understanding of the significance of cultural properties to Native American groups. We can help meet the cultural resource needs and requests of all involved parties.

Dovetail staff is also experienced in and fully capable of working with agency staff to complete project coordination. Our staff has ample experience writing eligibility determination letters and working with agency staff to determine and document project effects. Dovetail also has experience negotiating and writing agreement documents including programmatic agreements and memorandum of agreements.

LABOR CLASS DESCRIPTIONS DOVETAIL CULTURAL RESOURCE GROUP

PRINCIPAL

Overview: Provides direction and management for small to large projects and ensures on-schedule completion within budget in accordance with contractual obligations. The Principle Investigator is responsible for scope development, scope management, and performance of the project. Plans and defines project goals and devises methods to accomplish them; develops in-depth knowledge of client objectives, contract terms, and corporate policies.

Education/Experience: Requires a graduate degree in anthropology, history, or closely related field; or a bachelor's degree in history or closely related field plus one of the following: at least five years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Skills/Competencies: Proven ability to perform in a management capacity, excellent written and oral communications skills, and a thorough knowledge of NEPA and National Historic Preservation Act and their implementing regulations are required.

PROJECT ARCHAEOLOGIST

Overview: Responsible for day-to-day management of small to large projects and monitors budget status. The Project Archaeologist is responsible for management of field personnel and development of project documentation including reports.

Education/Experience: Requires a graduate degree in anthropology, history, or closely related field; or a bachelor's degree in history or closely related field plus one of the following: at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Skills/Competencies: Proven ability to perform in a management capacity, excellent written and oral communication skills, and a familiarity with SHPO standards and federal preservation regulations required. GIS/GPS proficiency required.

SENIOR ARCHITECTURAL HISTORIAN

Overview: Responsible for day-to-day management of small to large projects and monitors budget status. The Senior Architectural Historian is responsible for management of preservation personnel and development of project documentation, including reports.

Education/Experience: Requires a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following: at least five years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Skills/Competencies: Proven ability to perform in a management capacity, excellent written and oral communication skills, and a familiarity with SHPO standards and federal preservation regulations required.

ARCHITECTURAL HISTORIAN

Overview: Responsible for day-to-day management of small to mid-size projects and monitors budget status. The Architectural Historian is responsible for management of preservation personnel and development of project documentation, including reports.

Education/Experience: Requires a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following: at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Skills/Competencies: Proven ability to perform in a management capacity, excellent written and oral communication skills, and a familiarity with Virginia Department of Historic Resource standards and federal preservation regulations required.

LAB DIRECTOR

Overview: Responsible for day-to-day management of laboratory facilities and laboratory staff. Responsible for the timely processing of all recovered artifacts and producing artifact catalogs and analysis sheets.

Education/Experience: Requires a four-year degree in history, anthropology, museum studies, or related field; completion of laboratory methods course work or demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; and two to five years of related work experience.

Skills/Competencies: Proven ability to perform in a management capacity, excellent communication skills, familiarity with state and federal curation standards, and a working knowledge of Microsoft Excel, Access, and Word.

MATERIAL SPECIALIST

Overview: Responsible for directing and conducting artifact analysis by applying standard analysis techniques within a discipline.

Education/Experience: Requires a four-year degree in anthropology, history, museum studies, or related field and two to five years of related work experience.

Skills/Competencies: Potential to perform in independent setting, excellent written communication skills, and a familiarity with state and federal curation standards, and a working knowledge of Microsoft Excel, Access, and Word.

GRAPHICS/GIS SPECIALIST

Overview: Uses ArchMap and other graphics and mapping software including CADD workstation and Microstation to prepare project drawings, sketches, figures, and displays. Responsible for the production of field data sets to be loaded onto handheld GPS field units for crews, as well as downloading data collected in the field. The GIS specialist is responsible for processing of field production of shape files and data layers.

Education/Experience: Requires a two-year technical degree or certificate of completion from an accredited designer/drafting/graphic arts program (or equivalent), or a bachelor's degree in geography or closely related field plus one of the following: at least two years of full-time experience in graphics production, GIS data management, or GIS/GPS field data collection; or substantial contribution through research and publication to the body of scholarly knowledge in the field of Geographic Information Systems.

Skills/Competencies: Requirements include PC literacy, proficiency in utilizing ArchMap and related ERSI software, CADD and other computer software used to complete design and graphics assignments.

CREW CHIEF

Overview: Performs a variety of tasks related to the field of archaeological investigations. Responsible for field staff oversight and contributes to project documentation.

Education/Experience: Requires a four-year degree in anthropology, history, or related field; completion of accredited archaeological field school; and two to five years of related work experience.

Skills/Competencies: Potential to perform in a lead capacity, excellent communication skills, familiarity with Virginia Department of Historic Resource guidelines for archaeological investigations and a working knowledge of Microsoft Excel, Access, and Word. GIS/GPS proficiency required.

PRESERVATION TECHNICIAN

Overview: Performs a variety of preservation and research tasks by applying standard preservation techniques within a discipline.

Education/Experience: Requires a four-year degree in architectural history, art history, historic preservation, history, or related field and one to two years of related work experience.

Skills/Competencies: Potential to perform in independent setting, excellent written and oral communication skills, familiarity with standard archival research techniques and architectural field techniques, and a working knowledge of Microsoft Excel, Access, and Word.

FIELD TECHNICIAN I

Overview: Performs a variety of archaeological tasks by applying standard preservation techniques within a discipline.

Education/Experience: Requires a four-year degree in anthropology, history, or related field; completion of accredited archaeological field school; and six months to one year of related work experience.

Skills/Competencies: Working knowledge of standard archaeological field techniques and ability to perform manual labor in adverse conditions.

FIELD TECHNICIAN II

Overview: Performs a variety of archaeological tasks by applying standard preservation techniques within a discipline.

Education/Experience: Requires a four-year degree in anthropology, history, or related field; completion of accredited archaeological field school; and one to two years of related work experience.

Skills/Competencies: Working knowledge of standard archaeological field techniques and ability to perform manual labor in adverse conditions.

FIELD TECHNICIAN III

Overview: Performs a variety of archaeological tasks by applying standard preservation techniques within a discipline.

Education/Experience: Requires a four-year degree in anthropology, history, or related field; completion of accredited archaeological field school; and two to five years of related work experience.

Skills/Competencies: Working knowledge of standard archaeological field techniques and ability to perform manual labor in adverse conditions.

ADMINISTRATIVE SECRETARY

Overview: Responsible a wide range of non-technical tasks around the office, including administrative work and assistance with report production and assembly.

Education/Experience: Requires two to five years of related work experience.

Skills/Competencies: Potential to perform in independent setting, excellent organizational skills, good interpersonal skills, a familiarity with personnel guidelines and related documentation standards, and a working knowledge of Microsoft Excel, Word and Intuit QuickBooks.

GSA Discounted Price List

SERVICE PROPOSED (e.g., Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	Govt. Hourly Rate
Principal Investigator	BA/MA	15	\$62.21
Project Archaeologist	BA/MA	10	\$43.07
Senior Architectural Historian	BA/MA	10	\$43.07
Architectural Historian	BA	5	\$38.29
Laboratory Director	BA	5	\$47.86
Material Specialist	BA	3	\$43.07
GIS/Graphics Specialist	BA	1	\$47.86
Crew Chief	BA	5	\$38.29
Preservation Technician	BA	0	\$31.59
Field Technician I	BA	0	\$48.33
Field Technician II	BA	1	\$53.20
Field Technician III	BA	2	\$64.08
Administrative Secretary	HSD	2	\$71.01

Contract Terms and Conditions

<u>Element</u>	<u>Terms Offered Government</u>	<u>Terms Granted Basis of Award, all Commercial Customers</u>
1. Basic Discount terms	5% exclusive of IFF	0%
2. Quantity/Volume Discount terms (Be specific)	7% orders of \$100K or more	None
3. F.O.B. shipping terms	n/a	n/a
4. Prompt payment terms	None	none
5. Standard delivery terms	To be negotiated with end user	same
6. Emergency delivery terms	To be negotiated with end user	same
7. Warranty terms	n/a	n/a
8. Aggregate sales/Rebate discounts (Specify terms and conditions)	n/a	n/a
9. Minimum Order. BE SPECIFIC. If one unit or if this varies contingent upon product, so state.)	\$100	\$100

10. Any other terms offered to the Government but not offered to the basis of award category of customer which these negotiations have been based upon.

None

11. A description of the catalog/price list upon which your offer is based. Be sure to include the dates and titles of all the price lists. Verify these are your commercial price lists and the only price lists from which you sell.

Dovetail Cultural Resource Group, LLC Price List 01/01/2010 to 12/31/2010

12. A list of all documents (fax's letters, etc.) which were sent in after proposal submission which now have become a part of your offer, e.g. bid extension letter, and other letters you have submitted to this office.

09/09/2010 revised Agent authorization letter, revised Summary of Offer, invoices, safety manual, overtime policy statement, 03/09/2011 2010 profit and loss statement, revised CSP, revised Summary of Offer, warranty, insurance and 04/25/2011 2010 balance sheet.

13. Provide a statement as to whom the basis of award category of customer is and a statement that this offer exceeds, equals, or is less than the terms offered to that of the basis of award category of customer.

The basis of award category of customer is "All commercial customers" this offer exceeds the terms granted to that customer.

14. Verify your firm understands should your firm deviate from the established pricing policies disclosed in this offer and/or disturb the relationship established during these negotiations between the Government, and the basis of award category of customer negotiations have been based upon, the terms of Clause 552.238-75, Price Reduction, may be applicable.

Dovetail Cultural Resource Group, LLC. Understands the terms and conditions and will always give GSA best case pricing.

15. Verify prices offered to the Government are inclusive of the 0.75% Industrial Funding Fee (IFF). Also provide a statement to confirm your understanding of the requirements to report all resultant contract sales on a quarterly basis and remit the industrial funding fee in accordance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting.
Dovetail Cultural Resource Group, LLC. is aware of the IFF and will abide by all terms and conditions, and offered prices are inclusive of the IFF.
16. Verify your firm agrees to accept the Government purchase card in accordance with the requirements of Clause 552.232-77.
Dovetail Cultural Resource Group, LLC. agrees to accept the Government purchase card in accordance with the requirements of Clause 552.232-77.
17. Identify how your firm plans to market your products to the Federal government under the resultant contract. Who is your target audience? What is the primary focus or plan for initially announcing your award? Has your firm developed a Business Plan to address these issues? If so, please provide a copy of the plan. If not, why not? Be specific.
Dovetail Cultural Resource Group, LLC. plans on marketing our services to the Federal Government by attending the GSA Expo's, mailers, emailing, attending trade shows. We currently serve numerous federal contractors, including Quantico Marine Base and several National Park Service units who have expressed a desire to have better access to Dovetail. We feel that this contract will provide a good contract mechanism to provide that and we will be directly marketing to all federal contracting officers that we have been working with. Dovetail has not had the opportunity to update its business plan in the past five years and, as such, the current business plan does not address these specific marketing issues. Our goal is to update our business plan every five years and that is something we are currently engaged in.
18. State the Special Item Number(s) (SIN(s)) for which this Final Proposal Revision is submitted.
SIN# 899-1 and 899-7
19. Provide a statement that all travel for services performed under this contract will be in accordance with the Joint Travel Regulations.
Dovetail Cultural Resource Group, LLC. understands that all travel for services performed under this contract will be in accordance with the Joint Travel Regulations.
20. Please acknowledge acceptance or declination of the Disaster Recovery Purchasing Modification.
Dovetail Cultural Resource Group, LLC. accepts Disaster Recovery Purchasing Modification.
21. Please acknowledge the Economic Price Adjustment Clause will not be applicable on the contract. Adjustments will be made in accordance with 552.216-70.
Dovetail Cultural Resource Group, LLC. understands the Economic Price Adjustment Clause will not be applicable on the contract. Adjustments will be made in accordance with 552.216-70 based on Dovetail's commercial price list.