



HO-CHUNK NATION
DEPARTMENT OF THE TREASURY
PROCUREMENT DIVISION

May 21, 2020

ADDENDUM #1

ITB 2020DWS05

Archaeological Phase I Work for Proposed Land Used Planning

Answers to Vendor Questions

1. Is there a time frame for the completion of the work?

Answer: By the end of September, 2020

2. Can I assume you would like a brief narrative on the background of our firm, our experience, the personnel to be involved and methods to be employed?

Answer: Yes

3. The mounds represent the Roth Mound Group (47RO-0021) as mapped by Larry Johns (Hackeenberger, Pings, and Johns 1993). Whether the mounds are included or excluded, the survey methods to be used in the general area should reflect the potential for the presence of features associated with former mounds where the surface indications have been destroyed. For the Beloit Burial property, is the location of the two mounds included, or excluded from the project area?

Answer: Inclusion needed, no shovel testing and/or core testing of mounds or 10' buffer. If we can collaborate and practice safe distancing, the nation can supply GPR scans of the earth mounds.

4. We do not have employees. My wife and I perform all of the work ourselves and own the company so as such we do not have workman's compensation insurance for injuries. In the past we have provided clients with evidence of valid health insurance for ourselves to meet that requirement. I wanted to ask about this before we prepare the bid for the work.

Answer: Include this on the exception page at the time of submittal.

5. Site 1 (Swallow). The T,R, and section for the site differ between the written descriptions in the Invitation to Bid and the map. May we assume that the map is correct?

Answer: The map is correct, and the two burials associated are not part of the survey area, but should be included in the immediate area of effects to this proposal.

6. On the **Mandatory Page Bid Form** you ask for “*estimated hours to complete*” for each site. By that do you mean the total number of person hours? If so, is that total number to include hours for mobilization, on site sensitivity meeting, fieldwork, lab work, report preparation and final report preparation?

Answer: Yes, all hours by all personnel used for this contract.

7. 3.0 Scope of Work - pdf page 8 of 22 “THPO requires an onsite cultural sensitivity meeting with the THPO before the field survey portion of the contract work begins”. Can this meeting be held coincident with the first day of fieldwork? Who must attend the meeting – supervising archaeologist, field crew, all?

Answer: We will need to do this via teleconference call. All their personnel who assists in the project.

8. Pdf page 9 of 22 This mentions an Inadvertent Discovery Protocol (IDP). May the bidders have access to the IDP prior to submitting bids so we can determine if additional time is required to ensure that the IDP is followed?

Answer: The WHS inadvertent discovery protocol process (found online) will work on fee-simple properties. On tribal trust, the contact would be the THPO initially.

9. Pdf page 9 of 22 “If suspected burials, grave markers, earthworks associated with burial practices and any other aspects suspected as being part of a burial system are discovered, all shovel testing needs to stop and the THPO needs to be notified, to determine if they should be left undocumented and/or GPR scanned and included within the arch survey as part of the record”. Who is responsible for the GPR scanning – HCN or archaeologist?

Answer: HCN THPO

10. Both the Swallow and Beloit Burial properties contain burial sites. Are there additional considerations or protocols for the two known burial sites, or will that be covered in the on-site sensitivity meeting?

Answer: Burials at Beloit need to be included in the survey, but no soil disturbance activities are allowed. The swallow property, the burial sites are excluded but should be noted of their presence on the reports. We can discuss this via teleconference call with awarded bidder.

11. 4.18 – Compliance with Laws “The Bidder hereto covenants and agrees to comply with all applicable federal, state, tribal, and local laws, codes, ordinances, rules and regulations”. Are there particular HCN laws specific to archaeological work of which we should be aware in order to ensure that our bid is the most accurate we can provide? For example, it is usual for the ARPA permit application to include a letter from the Tribe permitting the archaeologist to work on tribal lands. Will such a letter be relatively easy to obtain?

Answer: No specific codes other than the usual ARPA permit for the O'connor property. The THPO creates a letter of support for the ARPA permit to be reviewed and approved by the BIA. Online it takes one day.

12. I did not see any mention of Curation in the document. Does HCN have a curation facility? If so, are there specific curation guidelines that bidders should have access to in order to submit an accurate bid? For example, different curating facilities have different artifact numbering systems that the archaeologist must know in advance.

Answer: HCN temporarily houses the items within the CRD office and/or conducts a reburial onsite. The state standards for artifact numbering items can be used. The forms to submit sites to the state should be filled out to draft, but will require the THPOs to submit to the state.

13. If HCN does not have a curation facility, is there a preferred facility?

Answer: the HCN curation process will be done by the THPO. If an ARPA permit is needed, the curation process is detailed in our letter of support for the ARPA permit.

14. On Page 9 it states: "If suspected burials, grave markers, earthwork associated with burial practices and any other aspects suspected as being part of a burial system are discovered, all shovel testing needs to stop and the THPO needs to be notified, to determine if they should be left undocumented and/or GPR scanned and included within the arch. Survey as part of the records." The Beloit Burial Property is the location of 47RO-0021, the Roth Mound Group. The group was probably included in Brown's 1906 statement that there were several mound groups in the W1/2, Sec. 1, T1N, R12E. In 1919, Buell suggests that there were cultivated mounds at the site, perhaps outside of those documented by Hackenberger, Ping and Johns in 1993. Thus, even if the existing two mounds are not included in the project area, the surrounding area may very well have burials where the surface indications of the mounds have been lost to cultivation. Should we include the cost of the GPR survey in our bid?

Answer: No costs for GPR will need to be included. The HCN will supply this after consultation on the matter.

15. In ref to 3.0 (SOW) - The Howard Swallow property requires interviews with onsite families – approximately how many families/individuals are expected to participate?

Answer: Three families may be needed to notify. Winneshieks, Garvins, Mikes. We will supply the contact information to the awarding bidder.

16. In ref to 3.0 (SOW) - Are there schedule requirements/expectations for completion of any of the individual sites or the entire project?

Answer: The surveys that are contracted out for should be completed (field work portion) by the end of September, 2020.

In ref to 3.0 (SOW) - Is there any required or preferred sequencing for completion of the investigations at the three sites?

Answer: No, but O’connor has bow hunters that prepare their stands early September. There may also be a structure raising taking place sometime this fall – parking is somewhat limited around the home area.

17. In ref to 3.0 (SOW) - Reporting on the investigations/results will be required in order to meet the standards and guidelines listed in the ITB. Should we assume that the investigations of each of the sites will be reported individually? Not as a comprehensive report encompassing all three sites?

Answer: Yes, all three sites are independent from one another. And can be separated into three reports.

18. In ref to 3.0 (SOW) - Does HCN have any policies/protocols/recommendations governing the curation of any recovered artifacts?

Answer: No HCN policies on curation processes. Past practices include the discovery, documentation and turning them over to HCN after the completion of the survey. The THPO addresses the final curation processes of the material internally.

19. In ref to 3.0 (SOW) - Is the O’Connor Parcel the only one requiring an ARPA permit?

Answer: Yes

20. In ref to 3.0 (SOW) & online survey map - The TRS for the Howard Swallow property is different between the ITB and the survey map (Site 1). Could you clarify which is accurate?

Answer: The site map is most accurate.

21. In ref to Site Maps on Bid Page - The survey map for Site 1 shows two lots (Lot 2 and Lot 3) and two outlots – Outlot 1 (Winnebago Cemetery/Existing Burial Site) and Outlot 2 (Swallow Cemetery). Are all of these included in the property to be surveyed? [note that the whole parcel is 33 ac, but the RFP says it’s 28]

Answer: The two lots are, but not the two cemetery/burial portions.

22. In ref to 4.31 (SOW) - Can you please share a copy of the Nation’s ‘Drug and Controlled Substance Policies and Procedures’ so that we may comply with this requirement?

Answer: This will be supplied to awarded bidder.

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