

SCOPE OF WORK
ARCHAEOLOGICAL SITE INTENSIVE EVALUATION SUPPORT
FORT DRUM, NEW YORK
Cooperative Ecosystem Studies Unit
CESU-17-19

In accordance with FAR 7.503(e), projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

In accordance with FAR 37.104, this CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW/PWS must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to NFE implementation.

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

PART 1 – GENERAL

1. GENERAL: If there is conflict among any law, regulation, specification, standard, or policy, the most stringent will apply. The following provisions shall apply to the performance of work under this task order:

1.1 SCOPE OF WORK. Provide all supervision, labor, material, and equipment necessary to provide technical assistance for the Fort Drum Cultural Resource Program. Services consist of the following functional areas: Perform cultural resource archaeological site evaluations for infrastructure improvement projects.

1.1.1 Background Information: Federal law requires that land managing agencies take into account the effect of their undertakings on archeological sites. To support these efforts, cultural resource compliance processes have been codified under such laws as the National Historic Preservation Act of 1966, as amended, and Army Regulation (AR) 420-40. Military land managers are the stewards of millions of acres of land and installation wide inventories of archeological sites must be developed. When archeological sites are discovered that are eligible for the National Register of Historic Places on federal lands, they require protection. In cases where protection is neither practical nor possible, a federal agency may opt for data recovery as a form of mitigation.

TASKS

2.1. GENERAL. Persons working under this task order are considered to be carrying out official agency duties associated with the management of archeological resources, and therefore are exempt from obtaining an Antiquities Permit per Section 5(c) of 32 CFR Part 229 – Protection of Archeological Resources Uniform Regulations.

In accordance with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), should human skeletal remains be encountered during the course of the investigations, work shall cease in the immediate area and Fort Drum's NAGPRA SOP immediately initiated.

2.2. OBJECTIVES. The objectives of the work to be performed under this task order are to coordinate, perform, and document intensive evaluation of a series of already identified archaeological deposits on Fort Drum in order to determine their potential for National Register eligibility. Support will be used to ensure that Fort Drum meets its cultural resources management responsibilities as assigned by Sections 106 and 110 of the National Historic Preservation Act, as amended. All deliverables shall be submitted according to the project schedule.

The NFE is required to consider pertinent investigative topics that should form the basis for sound evaluation strategy, including topics addressed at the local, regional, and national level. The NFE will thoroughly analyze all finds with careful consideration for information potential and contribution to a more thorough understanding of the prehistoric occupation of the eastern Great Lakes Region. The NFE will also analyze previously identified historic sites for information potential and contributions to new knowledge, especially in the areas of agricultural processing and dispersed social center contexts for northeastern North America.

Intensive evaluation of previously identified deposits includes such endeavors as excavation units, site mapping, feature recordation, and artifact analysis, among other techniques. The NFE will conduct Phase II archaeological investigations of previously identified archaeological deposits in order to evaluate an archaeological site's eligibility for inclusion in the National Register of Historic Places (NRHP). In order to facilitate the evaluation process, specific information should be recovered during a Phase II investigation. This information may include, but is not limited to: evaluating areas of moderate and high artifact densities, determining the vertical limits of the site, the presence of intact, sub-surface, and/or stratified deposits, site structure, and site information processes. One of the more traditional and standard means of recovering this information is through the excavation of test units.

Field investigations at the Phase II level are conducted to determine the horizontal and vertical limits of an archaeological site, and to retrieve spatial, temporal, and subsistence information about the site. Field investigations should be designed to retrieve the information necessary to determine eligibility of a site without seriously impacting the contextual integrity of the resource. A number of field methods and techniques may be implemented during Phase II investigations. These include systematic, controlled surface collection, additional shovel tests, mechanical augering, hand-excavated test units, deep testing, mechanical removal of the plowzone, and use of remote sensing techniques.

Archaeological excavation units, most frequently measuring 2 meter x 2 meter, are the most common component of Phase II testing. Units must be excavated in a professional manner that records the vertical stratigraphy of a site. This usually includes the excavation of units by arbitrary levels and/or natural levels.

2.3. MAJOR REQUIREMENTS

2.3.1 SITE EVALUATION FIELD INVESTIGATIONS

The NFE shall conduct Phase II site evaluations in an effort to provide information on the nature, extent and significance of archaeological remains present at archaeological sites.

The NFE is required to plan, supervise, and conduct systematic subsurface investigation in order to evaluate the potential National Register eligibility of previously identified archaeological deposits.

The NFE is required to monitor new ground disturbing undertakings in areas determined to be archaeologically sensitive during the course of previous survey in order to evaluate the potential for the presence of significant archaeological material with National Register site potential that was not previously identified during traditional approaches to survey and evaluation.

The NFE is required to evaluate current site protection measures for previously identified and protected sites on Fort Drum.

The NFE is required to evaluate the potential for known and protected sites to be used as educational training assets for deploying personnel per new Army cultural resources guidance.

Field examination shall be conducted by the NFE in close coordination with the Cultural Resources Program at Fort Drum.

The NFE field crews are required to be subject to periodic on-site inspections by Fort Drum representatives without prior notification.

The NFE is required to verify site boundaries using existing site forms, artifact distributions, physical features, or the absence of features, by means of a sampling, compass, total station, and/or global positioning system. Test augers, cores, and/or test units are required to be placed in such a manner by the NFE as to maximize information retrieval.

The NFE is required to use professional judgment as to the most appropriate method and provide adequate justification for the proposed methodology. At a minimum, the NFE is required to follow the Fort Drum standard procedures for test unit investigation.

The NFE is required to backfill all excavations.

2.3.2 LABORATORY AND CURATION

The NFE is required to supervise recovery, processing, cataloging, analysis, and preparation of all recovered cultural materials for permanent curation using guidelines set forth in 36 CFR Parts 79 and 800. These materials include but are not limited to artifacts, soil samples, flotation samples, botanical materials, faunal materials and radio carbon samples.

The NFE is required to submit all hard copy report materials on archive quality acid free paper.

2.3.3 REPORT WRITING

The NFE is required to synthesize all field, contextual, and analytical information into a draft and final report detailing the results of the investigations. This report must include all of the data necessary to support detailed mapping of all finds into the Fort Drum GIS with associated data base information entered in electronic form. The report must provide sufficient data for supporting recommendations concerning sites' eligibility or lack thereof in terms of the National Register of Historic Places criteria for eligibility.

The NFE is required to justify rationale for recommendations with supporting data. Site information provided by the NFE is required to include a detailed description of the nature and extent of the cultural resources and a statement of site significance. Should the data support a determination of eligibility, the final report must provide recommendations for data recovery required to prevent loss of information and for protection and stabilization of sites discovered.

2.3.4 PUBLIC OUTREACH

The NFE is required to participate in outreach programming related to the Fort Drum Cultural Resources program. These activities may include but are not limited to guiding field trips, speaking to school groups and community organizations, educating military personnel, and developing outreach materials.

2.3.5 SITE CONSULTATION

The NFE is required to prepare consultation documents for dissemination to the Fort Drum consultation partners, including the NYSHPO, the Oneida Indian Nation, the Onondaga Nation, and the St. Regis Mohawk Tribe. Furthermore, the NFE may be required to arrange, schedule, attend, and/or lead consultation meetings with the Fort Drum consultation partners, in all that this may entail.

2.3.6 OTHER

The NFE is required to clean up all debris and discarded materials resulting from the NFE operations at the end of each workday. Materials must be disposed of in accordance with applicable local, state and federal laws and regulations. In case of conflict among these laws and regulations, the most stringent law or regulation will apply. **No open burning is to be allowed.**

The NFE is to be responsible for taking safety precautions under snow, ice, and freezing conditions by performing appropriate safety measures.

SECTION 3 INFORMATION

3.1. HOURS OF OPERATION: NFE operating hours shall be consistent with normal core duty hours of Fort Drum unless otherwise directed by the Grants Officer (GO) or the Grants Officer's Technical Representative (GOTR). Normal core duty hours are 6:30 AM - 5:00 PM, Monday through Friday, excluding Government holidays. The NFE can expect that a portion of the work may be performed outside of these core hours and on weekends or holidays if deemed necessary by the GO. Certain restrictions apply to designated Physical Training (PT) areas on Fort Drum during PT hours.

3.2. NFE PERSONNEL: For the purpose of this task order, the term "NFE personnel" applies to all NFE employees, sub-NFE employees, or any other person(s) acting for or on behalf of the NFE to perform work on this task order.

3.2.1 Principal Investigator. Prior to task order performance, the NFE shall designate in writing, to the Grants Officer, a Principal Investigator (PI), who shall be responsible for the overall management, coordination, and supervision over the work, which employees are performing under this task order. The PI shall be knowledgeable of the terms and conditions of the task order. This PI shall have full authority to act for the NFE on all task order matters relating to daily operations of this task order. The PI shall be available, by phone, anytime NFE personnel are performing services on Fort Drum.

3.2.2. NFE Employees:

3.2.2.1. Preferred Qualifications: NFE employees shall be trained, qualified, certified and/or licensed under the requirements specified in this task order prior to starting work. The NFE shall maintain records of training qualifications, certifications, and licenses and provide them to the GOTR or designated Fort Drum POC upon request. The NFE shall ensure that the employees remain fully qualified to perform work under this task order. The NFE shall maintain the work force in such a manner as to ensure that the employees remain fully qualified. The NFE shall only employ persons able to speak, read, write, and understand English for those positions interacting with Government personnel, and where English is used or essential to provide the product, record, data, information, or service. NFE personnel shall be physically capable of performing work under all climatic conditions.

3.2.3. Employee Conduct: The NFE shall not allow any employee to perform work who has illegal possession of, or who is under the influence of alcohol or controlled substances. Government rules, regulations, laws, directives, and requirements, which are in place or issued during the task order term shall be applicable to all NFE employees or representatives who enter the Installation or who travel using Government transportation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site. The removal from the job site of such personnel shall not relieve the NFE of the requirement to provide personnel to perform services. Individuals who violate such rules, regulations, laws, directives, or requirements may be denied access to the Installation, either temporarily or permanently. NFE personnel receiving a driving under the influence (DUI) conviction may be prohibited from driving on the installation. No recreational activities (e.g., hunting, fishing, trapping) will be allowed during duty time. Recreational activities will be allowed during off duty time only if a Fort Drum Recreation Permit has been obtained.

3.2.4. Employee Appearance: NFE employees shall be appropriately dressed including any necessary individual protective clothing and equipment.

3.2.5. Personnel Constraints:

3.2.5.1. Conflicts of Interest: The NFE shall not hire for this task order, any person whose employment would result in a conflict of interest, or employment which is prohibited by Department of Defense Regulation 5500.7-R entitled "Joint Ethics Regulation (JER)", Dated August 30, 1993.

3.2.5.2. Restricted Personnel: The NFE shall not employ persons for work on this task order if such employee is considered by the Installation Commander or designated representative to be a potential threat to the health, safety, security, general well-being, or operational mission of the Installation and its population.

3.2.6. Personnel Background Checks:

3.2.6.1. The NFE shall screen its employees prior to employment under this UNCLASSIFIED task order or being authorized access to the military installation/government facility. If the NFE obtains derogatory information concerning the NFE employee, the NFE employee will not be allowed to work under this task order. The NFE shall assume all costs involved in this screening. The screening checks will include:

3.2.6.1.1. A Local Law Enforcement Check conducted in the employee's county of residence and county of employment. These checks shall cover the past four (4) years.

3.2.6.2. Personnel using Government Computers to access networks or other Government systems will process necessary documents through the GOTR. Continued employment in any position requiring use of Government networks or systems may be contingent upon receiving a favorable background check. Within ten days of termination of employment, or at the end of this task order (whichever comes first), all identification cards shall be returned to the designated Fort Drum POC. In the event an identification card is lost, the NFE shall immediately notify the GOTR and the designated Fort Drum POC.

3.2.7. Security Badges: NFE personnel shall wear a distinctive NFE furnished security (ID) badge readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the task order.

3.2.8. Personnel Safety: The NFE shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The NFE shall comply with all applicable federal, state, local, and Fort Drum laws and regulations including, but not limited to environmental, safety, and occupational health laws and regulations. Except as otherwise stated in the task order, if the NFE encounters material on the project site reasonably believed to be hazardous (such as ammunitions), the NFE shall immediately stop work in the affected area and give notice of the condition to the GOTR or designated Fort Drum POC and Range Control (772-7152). Work in the affected area shall not resume without written permission of the GOTR or the designated Fort Drum POC.

3.3. SERIOUS ACCIDENT AND INCIDENT REPORTING: The NFE shall report serious accidents and incidents incurred while performing work under this task order immediately by the most expeditious means possible but not more than one hour following the accident or incident to the Fort Drum Directorate of Emergency Services, the Safety Office, and Contracting Officer. Serious accidents and incidents include, but are not limited to, those defined in AR 385-10 and AR 190-40 respectively or referenced in other applicable directives. Examples are as follows: One or more lives lost, one or more persons critically injured, three or more persons hospitalized due to one incident,

property damage estimated to exceed \$2,000, fire causing major damage to structures, equipment, or vehicles, and HAZMAT, hazardous substances, and HAZWASTE incidents.

3.3.1. Record of Injury Form: Immediately after a job-connected injury, the NFE shall prepare a record of the incident/accident and forward it to the GOTR and designated Fort Drum POC. The GOTR and/or the designated Fort Drum POC will forward the incident/accident report to the Command Safety Office. If more information is required the Command Safety office will coordinate with the GOTR or the designated Fort Drum POC for the required information.

3.4. CLAIMS LIABILITY ARTICLE: Each party hereto agrees to be responsible for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the extent permitted by law.

3.5. INSTALLATION ACCESS AND CONTROL:

3.5.1. Installation Access: Entry to the installation requires the following: prior coordination with the GOTR or designated Fort Drum POC, current vehicle registration, proof of insurance, valid driver's license for the vehicle driver, and picture identification for other personnel. NFEs/Sub-NFEs and their employees requiring access to the installation will be required to comply with the installation access control policy/procedures. The Government will not be responsible for damages due to delay/stoppages caused by failure to comply.

3.5.2. Search and Control: Fort Drum is a controlled access post. All vehicles and personnel are subject to search and seizure of contraband and/or unauthorized Government property. NFE vehicles (NFE-owned and personal), NFE employees, and their personal property shall be subject to searches and seizure of contraband and/or unauthorized Government property upon entering or leaving the Installation. The search and seizure provisions of AR 190-16 shall apply to NFE personnel entering or leaving Fort Drum.

3.5.3. Some areas may be closed due to military training exercises. In the event that an area is closed for training, the NFE shall coordinate with the GOTR or designated Fort Drum POC to reschedule/relocate the work to be performed.

3.5.4. Range Access: Range Control will issue a "RANGE PASS" for NFE employees and NFE vehicles, for the task order duration, to allow access to the range areas on Fort Drum. The range pass will be shown to any proper military or civilian authority, if requested.

3.6. TOXIC/HAZARDOUS MATERIAL AND WASTE MANAGEMENT

3.6.1. The NFE shall have available at each work site where hazardous materials are used and stored, the applicable Material Safety Data Sheets (MSDS). The NFE shall use the DoD Hazardous Material Information System (HMIS) to research the availability of and to order MSDS. The MSDS shall be readily available to employees and the GOTR or designated representative. The NFE shall ensure employees are trained in the proper handling of hazardous materials.

3.6.2. The NFE shall use NFE-obtained environmentally preferred products for the performance of this task order. The NFE shall provide the GOTR or designated representative with a listing of hazardous materials, quantities to be used, and copies of applicable MSDS. All hazardous materials shall be stored IAW requirements in the MSDS and Installation Fire, Safety and Environmental regulations.

3.6.3. The NFE shall cooperate with the Hazardous Materials Control Center to support inventories of hazardous materials IAW the Emergency Planning and Community Right-to-Know Act (EPCRA), 40 CFR 303 et. seq. and AR 200-1. The NFE shall immediately notify the GOTR or designated representative of any emergency releases of hazardous materials in the format required by EPCRA, 40 CFR 355.40.

3.6.4. If this task order results in generation of hazardous materials/waste, the NFE shall comply with the Fort Drum Hazardous Waste Management Plan (HWMP) regarding the use, storage and disposal of generated hazardous wastes. The NFE shall properly manifest and timely dispose all hazardous waste generated in accordance with New York State Department of Environmental Conservation (NYSDEC) Laws and Regulations.

3.7 REPORTS:

3.7.1. The NFE shall complete, in a timely manner, responses to requirements for all reports and requests for information and data, both one-time and recurring.

3.8. Quality Control Plan (QCP): Submit for approval a QCP to the GOTR and the designated Fort Drum POC not later than 30 calendar days after task order award. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspector's point out the deficiencies. This QCP is of paramount importance. Failure to submit a Quality Control Plan to the GOTR and designated Fort Drum POC for approval in accordance with the terms of these specifications will result in the withholding of all monies due the NFE until such time as the QCP is received, reviewed, and approved. The QCP shall include, but is not limited to the following:

3.8.1. An inspection system that is tailored to the specific requirement(s) covered under the terms of the task order, and which covers all services specified in the task order specifications. The NFE will devise a checklist for use during the regularly scheduled and unscheduled QCP inspections.

3.8.2. Identification of all personnel who will be performing QCP inspections by name, title, and type of inspection each is authorized to perform.

3.8.3. A system to ensure that the NFE's employees are notified of deficiencies found in their areas of responsibility; that the noted deficiencies are corrected (if possible); and that these employees are counseled/retrained as necessary to ensure that deficiencies do not recur.

3.8.4. A documentation system: The NFE shall maintain a file of all inspections conducted by the NFE or his/her employees, including the corrective actions taken. This documentation shall be made available to the Government during the term of the task order. A copy of the inspection reports shall be submitted to the GOTR or his/her representative upon request.

3.9. DISPOSITION OF MATERIALS: Unsalvageable materials shall be removed from the site by the NFE and handled, transported and disposed of in accordance with applicable local, state and federal laws and regulations. In case of conflict among these laws and regulations, the most stringent law or regulation will apply.

3.10. CLEAN UP: The NFE shall clean up all debris and discarded materials resulting from his operations at the end of each workday. Materials shall be disposed of off post in accordance with applicable local, state and federal laws and regulations. In case of conflict among these laws and regulations, the most stringent law or regulation will apply. No open burning will be allowed.

3.11. NON-PERSONAL SERVICES. The services to be delivered by the NFE to the Government are non-personal services, and no employer-employee or master-servant relationship exists or will exist under the task order between the Government and NFE and/or between Government personnel. NFE personnel shall be responsible not to the Government, but solely to the NFE, who shall be accountable to the Government. The services to be performed under this task order shall not require the NFE or his employees to exercise personal judgment and discretion on behalf of the Government, but rather, NFE personnel shall act and exercise personal judgment and discretion on behalf of the NFE.

GOVERNMENT FURNISHED RESOURCES

4.1. GENERAL: This section describes those items that will be furnished by the Government to the NFE for performance of the requirements of this task order. The NFE shall not make use of any property or services described in this section for any purpose other than performing the requirements of this task order. NFE personnel are responsible for safeguarding GFP, equipment, and facilities. The NFE shall be required to reimburse the Government for lost, damaged, or misappropriated property for which NFE personnel are responsible.

4.2. GOVERNMENT FURNISHED SERVICES:

4.2.1. Emergency Services:

4.2.1.1. Emergency Medical Treatment: Government furnished medical service is not available to NFE personnel, except in emergency on-the-job situations when NFE personnel suffer serious injury or acute pain. Government emergency treatment will be provided as the first point of medical care. Transfer to non-Government facilities shall be affected as soon as possible and as determined by attending medical authorities. NFE employees experiencing emergency on-the-job injuries or illnesses may use Guthrie Clinic. The NFE shall be responsible for any charges resulting from treatment at Guthrie Clinic. The hours of operation for Guthrie Acute Care Clinic are 9am -9pm. Any arrangement between the NFE and NFE employees relative to health care, and insurance(s) for health care, shall not interfere with the Government's right to reimbursement in the manner selected by the Government for each occurrence where emergency medical service is rendered. The Emergency Medical Services (EMS) telephone number is 911 (or 766 from a cell phone).

4.2.1.2. Fire Protection: The Government will provide fire protection and prevention services to the task order site. These services are obtained by calling the Fort Drum Fire Department for non-emergencies at 772-4131 and by dialing 911 (or 766 from a cell phone) for emergencies.

4.2.1.3. Police Protection and Law Enforcement: The Government will provide Police Protection and Law Enforcement services to the NFE and NFE personnel on the installation. This service shall also include any investigative services related to physical security of Government owned property and incidents involving NFE owned property inclusive of privately owned property of NFE personnel if the incident occurs on the installation. These services are obtained by calling the Directorate of Emergency Services.

4.2.1.4. Training: The NFE shall have all personnel who will be working within the Fort Drum's Range areas attend the Fort Drum "Explosive Ordinance Recognition Class". This program is required of all personnel working in the range area and is conducted by Range Control at Fort Drum. The GOTR or designated Fort Drum POC shall make the arrangement for the NFE's personnel.

4.2.2. Pest Control: The Government will provide pest control services for all Government provided facilities. The NFE shall submit requests for these services through the GOTR or designated Fort Drum POC for approval.

4.2.3. Refuse Collection: The Government will provide refuse collection from designated collection point(s). The NFE shall be responsible for moving refuse from work areas at the task order site and placing it in dumpsters at the collection point(s). The NFE shall comply with applicable Fort Drum regulations and policies relative to refuse collection, disposal, and recycling. NFE personnel shall not use Fort Drum refuse collection facilities and services to dispose of their personal trash and recyclables.

4.2.4. Repair and Maintenance of Facilities: Maintenance, repair, and replacement of GFP, equipment, and facilities will remain the responsibility of the Government. Minor maintenance shall be the responsibility of the NFE (e.g., basic checks on a motor vehicle before it is driven, or simple adjustments to GFP as called for in the operations manual).

4.2.5. Snow and Ice Removal/Grounds Maintenance: The Government will provide snow and ice removal from the parking lots leading and adjacent to the GFF. This service will be provided based on the Government's schedule. The NFE shall be responsible for snow removal and grounds maintenance as set forth in section 5.4.1 of this SOW.

4.2.6. Telephones: The Government will provide telephone service to the task order site. Except for one Class A line per administrative site, all telephone service shall be Class C. The NFE shall designate members of the NFE's staff who shall have authorization for access to the Class A line. The NFE shall submit, for the designated Fort Drum POC or GOTR's approval, documentation for those individuals with access to the Class A line. The Government may provide a Telephone Personal Identification Number (PIN) for all NFE personnel with access to the Class A line. This PIN specifically identifies the individual to whom the PIN was issued on the installations call recording system. The NFE shall establish and maintain a telephone control log for personnel using the Class A service. This Log shall document all outgoing calls on the Class A service with the following minimum information, the name of person(s) initiating the call; date, time, and duration of outgoing calls; and nature or purpose of the call. Use of the Class A lines is recorded and subject to review and cost accounting by Fort Drum. The designated Fort Drum POC or GOTR will periodically review calling records with the NFE. Calls not of a clearly business nature, shall be reimbursed by the NFE at the established rate on the telephone calling record plus a 7.5% tax. Additionally, the NFE is advised that all Government telephones are subject to monitoring at any time.

4.2.7. Systems Administration: Ft Drum will provide a Systems Administrator for Government furnished Automation Information Systems (AIS) who will:

- Serve as Systems Administrator for the system and central point of contact for the NFE;
- Assist the NFE with the installation and operation of any new automated system provided by the Government;
- Assist the NFE in trouble-shooting and correcting system failures;
- Generate and control system passwords, profiles, and privileges;
- Coordinate system upgrades and fieldings with the NFE.

4.2.8. Local Area Network (LAN): The Government will provide access to the existing Fort Drum LAN and e-mail capability. The NFE may use the LAN to access the Internet or to communicate outside of Fort Drum relative to task order performance.

4.2.9. Official Mail Distribution: The Government will pick-up and deliver official mail.

4.3. GOVERNMENT FURNISHED SUPPLIES: The Government shall furnish the following materials, information, and support:

4.3.1. Installation topographic maps and detailed maps showing the location of all known archeological sites on the installation. Access to all previously collected archeological material and archives on Fort Drum.

4.3.2. Initial Access to Ranges and Training Areas at Fort Drum, New York.

4.3.3. Laboratory support for mobilizing field crew, processing artifacts and paperwork.

4.3.4. Field equipment for archeological investigations including but not limited to shovels, screens, compasses, measuring devices, forms, cameras, clipboards, dustpans, brushes, buckets, levels, plumb lines, wheel barrows, bags, and markers. Hand held GPS and field computers will be supplied to the extent that the Government inventory permits.

4.3.5. Infrastructural support including laboratory, storage, and materials for curation of archeological materials and supporting documentation.

4.3.6. Office infrastructural support including computers, network access, internet access, email, word processing, database, and photography support.

4.3.7. Support for radio carbon dating, not to exceed two samples.

4.3.8. Coordination with the Fort Drum safety program and installation security.

4.4. GOVERNMENT FURNISHED PROPERTY:

4.4.1. Automated Data Processing Equipment (ADPE):

4.4.1.1. Hardware: The Government will provide ADPE hardware for the NFE's use.

4.4.1.2. Software: The NFE shall act as a Government software user and shall comply with all applicable licensing agreements for each software application provided by the Government.

4.4.2. Vehicle support, parking space, and gasoline only to the extent that Government inventory of vehicles permits.

4.4.3. Keys: The Government will provide the NFE with a marked set of keys to locks and locksets to all Government furnished property. The NFE shall specifically plan for control and protection of keys, locks, and code information established to maintain physical security. The NFE shall not cause or allow the duplication of any Government furnished keys or disclosure of a code or cipher without written approval of the GOTR and the designated Fort Drum POC. The NFE shall identify those members of the NFE's work force who shall be authorized access and use of keys, codes or ciphers, and the areas on the task order site where such authorization applies. The NFE shall prohibit access and use of keys, codes, and ciphers, by other than authorized NFE employees. The NFE shall immediately notify the GOTR and the designated Fort Drum POC of any occurrences of lost keys or compromise of codes or ciphers. In the event keys are lost and/or duplicated, or a compromise of a code or cipher, the GOTR and the designated Fort Drum POC may direct the replacement or re-key

of locks or the changing of codes and ciphers. When attributable to the NFE, the cost of replacing or re-keying locks, or changing of codes or ciphers, shall be at the NFE's expense.

4.5. **GOVERNMENT FURNISHED FACILITIES:** The NFE will be provided use of the facilities to be used as office and storage space. Combustible materials shall be stored outside the building in tightly covered metal containers. The NFE shall keep the Government provided facilities and storage areas in a condition similar to that which existed at the start of task order performance. This shall not exclude the eventuality of fair wear and tear as may occur from regular business use of the facility. The Government reserves the right to seek any allowable remedy following applicable law or statute for damages caused by the NFE beyond fair wear and tear as determined by the designated Fort Drum POC. The NFE shall not attempt to effect any changes to the facilities including those related to the structural, mechanical, electrical, or other systems that were in place at the time of the initial inspection or that may be added or changed, by the Government, during this task order.

NFE-FURNISHED ITEMS AND SERVICES

5.1. **GENERAL:** With the exception of items specifically identified as Government furnished in Part 4, the NFE shall furnish all supplies, equipment, supervision, materials and services necessary to perform the requirements of this task order.

5.1.1. The NFE will supply cell phone capability as needed to perform the requirements and maintain communication with Range Control, and field crew.

5.1.2. The NFE will be responsible for arranging daily range coordination to enter and conduct work on Fort Drum, New York.

5.1.3. The NFE will provide safety clothing like blaze orange shirts and clothing that identifies them as members of the Survey Team at Fort Drum.

5.1.4. The NFE will supply vehicles and gasoline if the government vehicle inventory is insufficient.

5.1.5. The NFE will supply field technology like hand held GPS and field computers if the Government inventory is insufficient.

5.2. **PERMITS, TAXES, LICENSES, ORDINANCES, AND REGULATIONS:** The NFE shall, at his own expense, obtain all necessary permits, give all notices, pay all license fees and applicable taxes, comply with municipal, State, and Federal laws, ordinances, rules and regulations applicable to the business carried on under this task order.

5.3. **NFE OWNED PROPERTY:**

5.3.1. **Condition of Property:** All property brought to this task order shall be in an operable condition and shall meet all applicable Federal, State, Local, and Installation requirements for its operation. Equipment shall also have complete and intact all design and safety features as if they were new excluding the appearance of fair wear and tear on the equipment.

5.3.2. **Identification and Markings:**

5.3.2.1. Equipment: All NFE furnished equipment shall be inscribed, engraved, stamped, or otherwise permanently marked to identify it as NFE Owned property. The method of marking, and information, shall be at the NFE's discretion excepting that it shall minimally identify the name of the NFE's concern.

5.3.2.2. Vehicles: The NFE shall provide and maintain sufficient vehicles required to fulfill the terms of this task order. NFE Vehicles shall bear the name of the NFE's concern on both right and left side of the vehicle. Identification affixed to vehicles shall be in bold text letters not less than one half (1/2) inch in stock and not less than three (3) inches high. Color and style of text are at the NFE's discretion providing the text is in clear and sharp contrast to the surrounding area.

5.3.2.3. Operation: All NFE owned equipment shall be operated according to applicable Federal, State, Local, and Installation laws and regulations as they apply to the equipment. This includes the requirement that NFE personnel shall be adequately trained and possesses all necessary licenses, certification, or other required documents to operate the equipment.

5.4. GROUNDS MAINTENANCE:

5.4.1. Snow/Ice Removal: The NFE shall, for the duration of this task order, remove snow and ice from walks, steps, landing platforms, entrances/exits, and handicap ramps within 50 feet surrounding NFE occupied facilities. The NFE is not responsible for parking areas. All snow/ice removal shall be completed before the beginning of office hours and any other time it becomes necessary to ensure safe pedestrian traffic. The NFE shall be responsible for taking safety precautions under snow, ice, and freezing conditions by performing appropriate procedures to include sanding and salting. The NFE is not responsible for any snow and ice removal from any adjacent facility within 50 feet of the Government provided facilities.

5.4.2. Grounds Maintenance: The NFE shall maintain the area within 50 feet of the Government furnished building entrance. Responsibilities include removal of debris and litter from the area. The NFE is not responsible for maintenance for any adjacent facility within 50 feet of the Government provided facilities. The NFE is not responsible for any mowing or landscaping.

DELIVERABLES

6.1. REPORTS/DELIVERABLES. The NFE shall provide all investigation documentation as outlined in the Fort Drum Phase II investigation procedures for permanent storage in the Fort Drum archeology files. The NFE shall provide all artifacts and samples with supporting documentation to the Fort Drum artifact curation facility. The NFE shall provide all of the necessary data for mapping and analysis to the Fort Drum Environmental Division GIS program. The NFE shall prepare a draft report summarizing the investigation, analysis, findings, and recommendations for all acres covered in the site evaluations. Artifact inventories, project reports, spatial data, analysis, and all other documentation shall be turned over to the government at the end of the period of performance, which can be accomplished by uploading this information to the Cultural Resources folder on the Environmental Division Common Drive (:N drive). All documentation shall meet or exceed standards suggested by the New York State Archeology Council.

6.2 Monthly Progress Statement: The NFE shall submit monthly progress statements no later than the 10th of the subsequent month to the USACE GOTR summarizing activities outlined in each task section above (See section 2 of this SOW) and as follows: number of days, locations, and activities

in travel status; list of plans, reports, and briefings prepared or reviewed; list of meetings attended including purpose/objective and attendees; list of major action item support and tasks accomplished; status of project progress, problems identified, solutions implemented, and schedule adjustments if appropriate; and any critical communications not reported in other sections. SF-PPR will be submitted to CoE on a quarterly basis.

Deliverable	Date due
Monthly Progress Statement	10 th of the subsequent month

APPLICABLE PUBLICATIONS

7.1. GENERAL: The following regulations/documents are applicable to this task order. The documents are Mandatory and shall be complied with. Supplements or amendments to these mandatory publications may be issued during the life of the task order. Supplements and amendments to mandatory publications shall be considered to be in full force and effective immediately upon publication. Publications are coded as Advisory (A) or Mandatory (M).

PUBLICATION	TITLE/SUBJECT	A/M
AR 190-40	Serious Accident Report	M
AR 190-13	The Army Physical Security Program	A
FD Reg 190-2	Fort Drum Traffic Code	M
FD Reg 385-3	Fort Drum Safety	M
FORMS		
DA Form 285	United States Army Accident Investigation Report	M

PERIOD OF PERFORMANCE

8.1 Period of Performance: 12 months from date of award.

POINTS OF CONTACT

9.1 USACE POCs

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