

BACKGROUND

The City of Ocala Recreation & Parks Department seeks bids from qualified archaeological firms to provide professional archaeological monitoring, non-invasive survey technology, and interpretive programming at Fort King National Historic Landmark.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be licensed as an Archaeologist in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess 15 years' experience in providing archaeological excavations, monitoring, mitigation, artifact analysis, cataloging, and technical report writing.
3. **Experience Requirement:** Bidders must have experience with Second Seminole War-era, Florida archaeology, forts, and battlefield studies significance. **Bidders must provide work history with bid submittal.**

INSURANCE

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

CONTRACT TERM/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of 2 years.
2. **Renewals:** Two (2) optional, one- year renewal terms
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Prices increases shall be based on the CPI-U and Archaeologist must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
4. **Lead Time:** The maximum acceptable lead time on materials is two (2) weeks.

DELIVERY

1. Supplies will be delivered or shipped to 3925 E Fort King Street, Ocala, FL 34471.
2. Scheduling of all deliveries shall be coordinated with the City Project Manager.

PROJECT SUMMARY, DELIVERABLES AND WORKING HOURS

1. **Project Summary:** The Archaeologist will be required to perform the following services for the City of Ocala:

Archaeological Monitoring

- On-site monitoring during ground-disturbing activities (e.g., construction, excavation).
- Identification and documentation of archaeological resources encountered during work.
- Immediate reporting and coordination with regulatory agencies if significant finds are uncovered.
- Archaeological excavations, as approved

- Create an instructional manual for staff and volunteers regarding new exhibitions or findings.
- Conduct non-invasive GPR surveys in pre-designated areas.
- Assist with interpretive programming and Public Archaeology Days while working on site.
- Provide guidance on artifact preservation suitable for museum or park display.
- Support park management in integrating findings into maintenance and preservation planning.

Reporting and Documentation

- Preparation of a comprehensive technical report including methodology, findings, historical context, and recommendations.
- Submission of documentation in accordance with Florida Division of Historical Resources (DHR) guidelines and Section 106 of the National Historic Preservation Act (if federally funded).
- GIS mapping and visualizations of survey results and historical overlays.

2. **Deliverables: The Archaeologist shall provide monthly reports of all work in progress, including artifacts and items cataloged in the collection, within an Excel spreadsheet or a dataset provided by the City personnel and information technology departments. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.**

- Digital archive of findings (photographs, maps, datasets) on City database
- Final Archaeological and GPR Report (digital and print)
- Historical narrative for interpretive use
- GIS maps of findings and potential areas of significance
- Artifact catalog with preservation recommendations
- Interpretive content drafts (signs, panels, etc.)
- Cultural Resource Maintenance Report for use in long-term park planning
- Staff and volunteer training sessions and workshops

3. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Archaeologist shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request. Saturday is approved for processing artifacts or reports to be done inside the Archaeology Research Center, during public visiting hours between 10:00 AM – 5:00 PM.

Note: Artifacts recovered from other sites are not allowed on the property, nor are items found on site to be removed from Fort King National Historic Landmark, without prior written approval by the City contract manager.

WRITTEN QUOTES

1. The Archaeologist shall submit a detailed written estimate of the proposed services prior to any work being performed by the Archaeologist. Written quotes shall be submitted within three (3) days of the initial request by the City. The Archaeologist shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this contract.
2. Written quotes shall list the location name and address. The project estimate shall list each and every

item per bid specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable).

3. Once the Project Manager approves the quote, the vendor has 72 hours to start the service.

ARCHAEOLOGIST EMPLOYEES AND EQUIPMENT

1. Archaeologist will operate as an independent contractor and not as an agent, representative, partner, or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
2. No smoking is allowed on City property or projects.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish the following services to the Archaeologist for the performance of services:
 - A. Access to City buildings and facilities to perform the work.
 - B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Archaeologist's responsibilities.
 - C. Provide office facilities for the Archaeologist, if available.
2. The City reserves the right to purchase any materials for the Archaeologist to use. The Archaeologist shall not charge a mark-up fee for material furnished by the City.

ARCHAEOLOGIST RESPONSIBILITIES

1. Fort King National Historic Landmark approved volunteers will not be compensated for assisting as a volunteer or associate within the awarded Archaeologist's organization.
2. The Archaeologist shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
3. The Archaeologist shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
4. Archaeologist is responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the Archaeologist at their expense, shall repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
5. If the Archaeologist is advised to leave a property by the property owner or their representative, the Archaeologist shall leave at once without altercation. Archaeologist shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
6. Data collected by the Archaeologist shall be in a format compatible with, or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
7. The Archaeologist shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes Word, Excel, Power Point, Access, or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Archaeologist must perform a minimum of 30% of the work with their own forces.
2. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Archaeologist shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not limited to:
 - A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition.
 - B. Work site will be completely cleaned after each day of work.
 - C. Archaeologist shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean entire work area as applicable.
 - A. All furnishings and equipment shall be placed back in the original locations.
 - B. All work areas must be returned to original condition.
 - C. The Archaeologist shall remove all excess and discarded materials, debris, and temporary structures from the site. The Archaeologist shall also repair and restore, in an acceptable manner, any public or private property damaged during the course of the work and shall ensure that the site is left in a clean, orderly, and presentable condition.

SAFETY

1. The Archaeologist shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. In no event shall the City be responsible for any damages to any of the Archaeologist's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Archaeologist's responsibility.

WARRANTY

1. The Archaeologist must provide a one-year warranty on all services performed and shall restore the site to its original condition upon completion of the work.

INVOICING

1. All original invoices will be sent to: Samantha Jarvis, Project Manager, Recreation and Parks Department, 3925 E Fort King Street, Ocala, FL 34471, email: sjarvis@ocalafl.gov.
2. Archaeologist will invoice at least once a month.
3. Archaeologist will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, with the exception of optional items.
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
4. Bids will be received on a unit price basis. The City will pay the Archaeologist only for the actual units that the Archaeologist provides, installs, or constructs.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.
6. **Responsiveness and Responsibility:** In order to be deemed responsible, Bidders must meet all requirements outlined in this Scope of Work. In order to be deemed responsive, Bidders must upload a complete Exhibit B- Price Proposal document in Excel Format. Price Proposals submitted in any other format (i.e. .pdf, .docx, or handwritten) are not acceptable and will result in bid rejection. Bidders experiencing difficulty accessing or otherwise utilizing Exhibit B-Price Proposal must contact the Buyer identified in the ProRFx listing for this Solicitation prior to the bid submission deadline for assistance.