

STATEMENT OF WORK

Cultural Resource Surveys

Boise National Forest Administrative Sites

Introduction

The work consists of cultural resource surveys of historic administrative sites and facilities on the Boise National Forest. The surveys will conform to requirements of the Idaho State Historic Preservation Office (SHPO) and will be used to evaluate the sites and facilities for eligibility to the National Register of Historic Places.

Background

The Intermountain Region (Region 4) of the US Forest Service (USFS) is evaluating all historic administrative facilities for eligibility to the National Register of Historic Places. Administrative facilities include buildings and structures located at ranger stations, guard stations, lookout sites, and other administrative sites. The determinations of eligibility will be incorporated into planning documents such as forest Facility Master Plans. Surveys have been completed on Region 4 forests in Nevada and Wyoming. Surveys will begin on Region 4 forests in Idaho and Utah in the spring of 2002.

Scope

The contractor will complete field surveys for a maximum number of administrative facilities that are 45 years or older within the project budget of \$10,000. All survey documentation must be completed by September 30, 2002. Sites surveyed under this contract will be in or near towns. USFS staff will carry out archival research, providing the contractor with their findings and other documents relevant to the field surveys. USFS staff will complete the determinations of eligibility.

Applicable Documents

1. List of potential sites to be surveyed.
2. Boise National Forest visitor's map

Technical Requirements

A. Government Responsibilities. The Contracting Officer's Technical Representative (COTR) for liaison with the contractor as to the conduct and quality of work is Richa Wilson, Regional Architectural Historian, 324 25th Street, Ogden, Utah 84401, 801-625-5704, rwilson@fs.fed.us. The COTR may issue written or oral instructions to clarify the Statement of Work. The COTR will:

1. Furnish USGS Quad maps and archival information as it becomes available;
2. Assign USFS site numbers and temporary Idaho Historic Sites Inventory numbers;
3. Review all material submitted by the contractor;
4. Advise the contractor of all meetings, presentations, etc. for which attendance is mandatory;
5. Coordinate the final submissions to the Idaho State Historic Preservation Office

B. Professional Qualifications. The contractor will insure that the work shall be supervised by an architectural historian meeting, at minimum, the Secretary of the Interior's Professional Qualifications Standards for Architectural History (48 FR 44739), having extensive experience in the architectural history of the western United States. Experience in the history and historic architecture of the US Forest Service is highly desirable.

Persons not meeting the above standards may be used, provided they are supervised by a person meeting such standards, and provided they are sufficiently trained and experienced to carry out the tasks assigned them. At least one person meeting the above standards must oversee all surveys.

C. Work Requirements. After notice to proceed, the contractor will conduct field surveys of administrative sites located on the Boise National Forest. In conducting the work, the contractor shall coordinate with the COTR and:

1. Survey the historic buildings on each administrative site and enter the data in the Microsoft Access 2000 database provided by the USFS. Use the Idaho SHPO's Manual of Instruction for Data Entry, as well as guidelines provided by the COTR. This database allows the contractor to print the Idaho SHPO form.
2. Take a minimum of 2 black-and-white photographs per building and of the overall site; label each 4" x 6" photo per Idaho SHPO instructions; complete a photographic log.
3. Take 1 color digital photograph per building and 1 of the overall site. A photograph log is not required, but each digital photograph should be named so that the subject is easily identified.
4. Prepare a location map, using a USGS 7.5' quad map.
5. Prepare a sketch map (site plan) showing the constructed and natural features with the property boundaries.

D. Schedule of Deliverables. The contractor will complete the services required under this Statement of Work and submit the required forms and related documentation in accordance with the following schedule, exclusive of Government review time:

1. *Project Schedule.* Within 5 days after the notice to proceed, submit a copy of the project schedule for review by the COTR.
2. *Preliminary Submission.* Within 30 days after notice to proceed, submit a sample of completed survey forms and related documentation for approval by the COTR. The purpose of this preliminary submission is to identify any potential problems and allow time for correction/clarification of the work to be completed.
3. *Final Submission.* On or before the end of September 30, 2002, submit the completed database, 1 hard copy of all inventory forms and related documentation (black-and-white photographs with log, negatives, location maps and sketch maps), and digital photos for approval by the COTR.