

Request for Proposal (RFP)

**Cibola National Forest, Magdalena Ranger District,
Magdalena Mountains Trail System Heritage Surveys**

RFP No. 030226

City of Socorro, New Mexico



City of Socorro
111 School of Mines Rd.
Socorro, New Mexico 87801

ISSUE DATE: March 2nd, 2026

DUE DATE: March 30th, 2026

1 Overview

The City of Socorro (the City), working with partners including the US Forest Service Cibola National Forest, have received a grant to advance a Trail System Plan and associated Heritage Surveys for the Magdalena Mountains within the Magdalena Ranger District of the Cibola National Forest.

The City is currently accepting proposals for the preparation of the Trail System Heritage Surveys. The desired start date of the project is April 13th, 2026 with a tentative duration of 6 months, ending on or about October 12th, 2026.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate who is the best fit for the project. The City of Socorro reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

2 Project Scope of Work

The project scope of work standards as established by the Cibola National Forest are attached as **Attachment A**. Additional details relevant to this RFP are summarized below.

2.1 Project Summary

The scope of work encompasses both the established trails and new interconnecting routes included in the Trail System Plan for the Cibola National Forest, Magdalena Ranger District, Magdalena Mountains Trail System. The Magdalena Mountains encompass approximately 150 square miles. The existing Magdalena Mountains trail network includes approximately 71 miles of trails. With additions, the new Plan encompasses approximately 100 miles of proposed and existing routes.

All trail alignments to be surveyed as part of this project are located within the Magdalena Mountains range west of Socorro, NM. Both existing trail alignments and new routes will be surveyed as part of this project. GPS-determined routes are available for both existing trails and new proposed trails within the Plan. Proposed new routes are 'e-flagged' only, with no on-the-ground flagging or marking.

All surveys shall span a minimum of +/-30m from the identified track centerline to enable final on-the-ground adjustments during future construction and maintenance phases. Additional survey area is desired where tracks double back with switchbacks up steep grades.

2.2 Survey Areas

A simplified GIS dataset and web-accessible map have been prepared in support of this RFP and are available at the following URL:

<https://caltopo.com/m/KNAD41M>



Figure 1 - QR Link to simplified GIS Dataset.

The centerline of all proposed trail alignments in the plan are shown. However, only a portion of the proposed network will be surveyed as part of this RFP and SOW. The RFP is structured as a scope baseline with options, with the goal of awarding a final contract that maximizes the value of the work done within the available project budget. The baseline scope and options are coded on the map as shown in Table 1.

Table 1 - Summary of RFP scope baseline and options shown in the GIS dataset.

| RFP Option | Map Color | Segment IDs | Distance (mi) |
|-----------------|------------|---------------|---------------|
| Baseline | Dark Blue | Base<NN>.<MM> | 37.95 |
| Option A | Purple | OptA<NN>.<MM> | 7.46 |
| Option B | Orange | OptB<NN>.<MM> | 2.77 |
| Option C | Red | OptC<NN>.<MM> | 3.13 |
| Option D | Green | OptD<NN>.<MM> | 7.56 |
| Option E | Light Blue | OptE<NN>.<MM> | 7.53 |
| Option F | Yellow | OptF<NN>.<MM> | 3.55 |
| Subtotal | | | 69.94 |
| Out of Scope | Black | | |

Segment identification names are a concatenation of the RFP Option, the FS trail number, and a sequence number for unique identification of the segment. A full inventory of the tracks included within the baseline scope and each option is provided in Table 2.

Bidders may assume that the contract will include the selected options at the time of award, enabling bidder determination of an optimal work plan inclusive of the base and selected options. Option pricing should be independent of other options other than the identified scope baseline.

In the event of significant findings along the proposed alignments, trail realignment by the USFS trails staff is a likely outcome. In addition to pricing the listed Options, please provide a cost structure and mechanism for addressing re-routes, such as a per-mile cost for any re-route surveys triggered by findings or requested by the USFS.

With prior coordination, trail alignments may be field-verified by the USFS prior to the associated trail survey. When notified, any trail alignment flagging placed on the ground supersedes provided shapefile alignments. If field adjustments result in mileage deviations, the contractor will be immediately notified. Any net increase in mileage will be compensated as an optional item, or mileage will be adjusted (reduced) from lower-priority segments to maintain no net increase in total project scope.

USFS trails staff may accompany the contractor during surveys if, in their judgment, the potential for significant findings warrants real-time alignment adjustments. As with ground flagging, adjustments resulting in a net mileage increase will be paid as an optional item or offset by reductions in lower-priority segments to render the change scope and cost neutral.

Table 2 - Full list of segments included in the RFP Baseline Scope and Options. All distances are approximate.

| Segment ID | Description | Distance (km) | Distance (mi) | Existing | New (E-Flagged) |
|------------|-----------------------------------|---------------|---------------|----------|-----------------|
| Base 08.01 | TR8 North Baldy (south) | 2.98 | 1.85 | X | |
| Base 08.02 | TR8 Re-route | 0.22 | 0.14 | X | |
| Base 08.03 | TR8 North Baldy (center) | 1.47 | 0.91 | X | |
| Base 08.04 | TR8 North Baldy (north) | 4.38 | 2.72 | X | |
| Base 08.04 | North Baldy Spur | 0.11 | 0.07 | X | |
| Base 08.05 | North Baldy Spur Re-route | 0.26 | 0.16 | | X |
| | | | | | |
| Base 10.01 | TR10 Copper Canyon (lower) | 5.14 | 3.19 | X | |
| Base 10.02 | TR10 Copper Canyon (upper, south) | 1.54 | 0.96 | X | |
| Base 10.03 | TR10 Upper Re-route | 2.28 | 1.42 | | X |
| Base 10.04 | TR10 Copper Canyon (upper, north) | 1.54 | 0.96 | X | |
| | | | | | |
| Base 11.01 | TR11 South Baldy | 5.10 | 3.17 | X | |
| Base 11.02 | South Baldy Upper TH Re-route | 0.44 | 0.27 | | X |
| | | | | | |
| Base 13.01 | TR13 Mesa Trail | 8.68 | 5.39 | X | |
| Base 13.02 | TR13A (Old) Mesa Trail | 4.00 | 2.49 | X | |
| Base 13.03 | Upper Mesa Connector | 4.24 | 2.63 | | X |

| Segment ID | Description | Distance (km) | Distance (mi) | Existing | New (E-Flagged) |
|------------|-----------------------------------------|---------------|---------------|----------|-----------------|
| Base 13.04 | Lower Mesa Connector | 1.19 | 0.74 | | X |
| Base 15.01 | TR15 South Canyon | 6.78 | 4.21 | X | |
| Base 15.02 | South Canyon (re-route) | 2.16 | 1.34 | | X |
| Base 15.03 | South Canyon (connector) | 0.85 | 0.53 | | X |
| Base 70.01 | TR70 Timber Ridge (north) | 5.31 | 3.30 | X | |
| Base 70.02 | TR70 Timber Ridge (south) | 1.72 | 1.07 | X | |
| Base 70.03 | TR70 Timber Ridge (peak spur) | 0.28 | 0.17 | X | |
| Base 70.04 | Timber Ridge (peak spur re-route) | 0.41 | 0.25 | | X |
| | Base - Subtotal | 61.08 | 37.95 | | |
| OptA 14.01 | TR14 Six Mile Canyon (east) | 6.63 | 4.12 | X | |
| OptA 14.02 | TR14 Six Mile Canyon (west) | 3.28 | 2.04 | X | |
| OptA 14.03 | TR14 Six Mile Canyon (west TH re-route) | 0.55 | 0.34 | | X |
| OptA 17.01 | TR17 Ryan Hill (north) | 1.54 | 0.96 | X | |
| | OptA - Subtotal | 12.00 | 7.46 | | |
| OptB 12.01 | TR12 Deadhorse (north) | 1.20 | 0.75 | X | |
| OptB 12.02 | TR12 Deadhorse (south) | 3.25 | 2.02 | X | |
| | OptB - Subtotal | 4.45 | 2.77 | | |
| OptC 00.01 | WCCG Network (Mesa connector) | 0.11 | 0.07 | | X |
| OptC 00.02 | WCCG Network (CG - Day Use connector) | 0.38 | 0.24 | | X |
| OptC 00.03 | WCCG Network (CG - Day Use connector) | 0.04 | 0.02 | | X |
| OptC 00.04 | WCCG Network (Copper conn.) | 0.19 | 0.12 | | X |
| OptC 00.05 | WCCG Network (GC - group conn.) | 0.53 | 0.33 | | X |
| OptC 00.06 | WCCG Network (Copper- Mesa conn.) | 1.26 | 0.78 | | X |
| OptC 00.07 | WCCG Nature Trail | 0.52 | 0.32 | X | |
| OptC 00.08 | WCCG Network (Copper - Group conn.) | 1.75 | 1.09 | | X |
| OptC 00.09 | WCCG Network (Mesa alt.) | 0.25 | 0.16 | | X |
| | OptC - Subtotal | 5.03 | 3.13 | | |
| OptD 19.01 | TR19 Sawmill West Fork | 5.34 | 3.32 | X | |
| OptD 93.01 | TR93 Sawmill East Fork (north) | 6.82 | 4.24 | X | |
| | OptD - Subtotal | 12.16 | 7.56 | | |
| OptE 25.01 | TR25 Hop Canyon | 7.06 | 4.39 | X | |
| OptE 25.02 | TR25A Hop Canyon | 5.06 | 3.14 | X | |
| | OptE - Subtotal | 12.12 | 7.53 | | |

| Segment ID | Description | Distance (km) | Distance (mi) | Existing | New (E-Flagged) |
|------------|---------------------------------------------|---------------|---------------|----------|-----------------|
| OptF 00.01 | South Baldy Network (peak loop) | 1.46 | 0.91 | | X |
| OptF 00.01 | South Baldy Network (TR8 - TH conn.) | 0.59 | 0.37 | | X |
| OptF 00.01 | South Baldy Network (TH loop) | 0.86 | 0.53 | | X |
| OptF 00.01 | South Baldy Network (TH - TR11 conn.) | 1.72 | 1.07 | | X |
| OptF 00.01 | South Baldy Network (TR11 - TR14 conn.) | 1.08 | 0.67 | | X |
| | OptF - Subtotal | 5.71 | 3.55 | | |
| | Base + Options (A - F) - Grand Total | 112.55 | 69.94 | | |

2.3 Context Documents & Files

The following materials are available post award to guide the work outlined in this RFP.

2.3.1 Trail Plan Document

The Trail System Plan notes all trail alignments relevant to this statement of work.

2.3.2 Trail Plan GIS Data File

A GIS datafile capturing the routes included in the trail plan suitable for import into standard GIS mapping tools (ArcGIS, etc.). Existing vs new routes are denoted as well as existing routes that would be decommissioned under the plan.

Routes provided for field work may include minor realignments to those provided for this RFP, but any changes would be scope-neutral (no material changes in survey area or access).

3 Project Partners:

The following list summarizes the key partners on this project and their anticipated roles:

- **City of Socorro** - The City of Socorro will be the fiscal agent for the project. This RFP is managed by the city, and the city will be responsible for subsequent contract administration.
- **US Forest Service, Cibola National Forest** - Personnel from the ranger district and region will participate in this project. The primary recipient of the heritage survey deliverables and findings would be the USFS Representative in the Magdalena Ranger District.
- **Socorro Trails Alliance** - The STA represents the user community for the non-motorized trails network and is assisting the City by coordinating the execution of the project.

4 RFP Selection Criteria

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided.

Proposals received in response to this request for proposals (RFP) will be evaluated against a set of best-value criteria. The following are the criteria and weights that will be applied in RFP evaluation and should inform proposal content:

| Criteria | Weight | Metrics |
|---------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Work Plan & Schedule | 20% | Robustness of the work plan and fit to program needs inclusive of the schedule. |
| Relevant Experience & References | 30% | Relevance of the proposer's experience to performing the heritage surveys. Key team member qualifications and experience. Reported client satisfaction and past performance. |
| Price | 50% | Affordability and reasonableness relative to the proposed work plan. |

The City of Socorro reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

5 Proposal Format

Proposals submitted in response to this RFP should have the following minimum elements:

- Contact information: The name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- Work Plan: A work plan responsive to the goals and deliverables described in the SOW and RFP. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Key personnel assigned to the project should be identified. Include a proposed schedule of milestones, assuming a notice of award on April 13th, 2026.
- Summary of Qualifications: Relevant contributions on similar projects, highlighting the contributions of key personnel included in the work plan and the project outcomes.
- Budget and Cost: Firm fixed prices for the baseline scope and options. A schedule of payment milestones, tied to deliverables. Identified options shall be independently costed to enable a best value determination on the contracted scope given the project budget.
- Insurance: If applicable, provide details of your insurance coverage related to this project.
- References: Provide references with contact information (email and phone number) for previous work of a similar nature.

No page limit (min or max) is imposed in responses to this RFP.

6 RFP Deliverables

Proposals will be accepted until 3:00 PM MDT on March 30th, 2026. At that time proposals will be opened publicly and recorded. Proposals may also be submitted electronically by e-mail up to the appointed deadline. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

The City of Socorro reserves the right to reject any or all bids, to waive technical irregularities, and to award the bid to the bidder whose bid it deems to be in the best interest of the City of Socorro.

All bids must be clearly marked "**RFP030226**" in the lower left corner of the envelope or in the e-mail subject line. The bidder shall assume full responsibility for the timely delivery of bid.

Mailed or hand-delivered bids shall be addressed to:

City of Socorro
Leopoldo (Polo) Pineda, Jr.
City Clerk/Chief Procurement Officer
Post Office Drawer K
Socorro, New Mexico 87801

Electronically submitted bids shall be addressed to: ppineda@socorronm.gov

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by the City of Socorro and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

All questions regarding this invitation for bid and the associated statement of work shall also be directed to the Chief Procurement Officer, Leopoldo (Polo) Pineda, Jr., at 575-835-0240 or email ppineda@socorronm.gov.

7 RFP Schedule

The following represent the key schedule milestones associated with the RFP process.

| Milestone | Date |
|--------------------------|-------------|
| RFP Posted | 03/02/2026 |
| Bidder Question Deadline | 03/20/2026 |
| Proposal Deadline | 03/30/2026 |
| Notice of Award | 04/13/2026 |

Questions will continue to be accepted up to the proposal deadline. However, questions received after the question deadline may not receive a response prior to the proposal deadline.

ATTACHMENT 1: STATEMENT OF WORK

1 Contract Overview

1.1 Scope of Work

The cultural resource survey contractor shall be permitted to conduct cultural resource surveys on the Cibola National Forest and National Grasslands (Cibola NF&NG). The contractor shall furnish all personnel, facilities, equipment, materials, supplies and services and otherwise do all things necessary for, or incident to, the satisfactory performance of this contract in strict accordance with Attachment 1, Statement of Work, for heritage resources field inventory and other associated activities located on Forest lands within Region 3 of the U.S.D.A. Forest Service, specifically on the Cibola NF&NG. The scope of this project will include intensive archaeological pedestrian survey as described in this contract.

1.2 Period of Performance

Six (6) Months with the potential for extensions to be granted if the need for an extension is reasonable and agreed upon by the City of Socorro and Cibola NF&NG.

1.3 Schedule of Contract

Work may begin upon issuance of the Notice to Proceed to contractor by the City of Socorro. City of Socorro Representative, Contractor, and USFS Representative will have a prework meeting to discuss the project specifics, discuss roles and responsibilities, as well as cover any coordination needed for fieldwork to begin. Contractor will communicate concerns relating to billing and other administrative needs with the City of Socorro during the life of the contract. Contractor will coordinate with the USFS Representative directly regarding any fieldwork coordination as well as any significant findings discovered during conducted surveys. will communicate to Cibola NF&NG and contractor. If necessary, Cibola NF&NG Representative may halt work or communicate issues with contractor directly and notify City of Socorro of issues within 24 hours if issues will have any impact to the agreed upon scope of work or deliverables. Cibola NF&NG Representative will alert City of Socorro within 1 business day of when draft and final deliverables are supplied by the contractor. The contractor will only send cultural resource deliverables and any geospatial data indicating the location of cultural occurrences directly to the Cibola NF&NG Representative. This data is sensitive and confidential per 36 CFR 193.18. If other relevant parties need to be informed of the locations of cultural resources, that will be the responsibility of the Cibola NF&NG to disclose.

All tasks will be completed, and final deliverables will be submitted with Period of Performance unless an extension is granted.

Unless otherwise specified during the onsite pre-work meeting required, the contractor shall meet the following schedule:

- Records Search – Prior to beginning fieldwork, the contractor will complete a literature and GIS data review (see 2.1.1 below).
- Fieldwork – At end of each week or at pre-determined intervals, the contractor will provide a summary that includes number of acres surveyed, approximate location of completed survey, number of new sites encountered, number of previously recorded sites encountered, number of IOs, and geospatial data of site and IO locations. These reports will be provided to the USFS and City of Socorro.

- Draft Report – Will be completed and delivered to the USFS Representative, digitally delivered via email or other pre-determined system no later than 20 business days after the completion of the fieldwork. See Section 3.3 for requirements.
- Cibola NF&NG Representative’s Review – Will be completed with comments and suggested changes (if necessary) delivered to the contractor, via email or other pre-determined system no later 15 business days after the receipt of the draft report and site forms.
- Final Report – Both Word and PDF electronic copies of final report, site forms, and accompanying documents (see 3.4 - 3.7 below) completed and delivered to the USFS Representative no later than 10 business days after the receipt of the USFS Representative’s Draft Report Review.
- Cibola NF&NG Representative will inspect and accept or reject work as appropriate. Upon rejection work will be returned to Contractor for correction and City of Socorro will be notified.
- Upon receipt of a satisfactory Final report the USFS Representative will notify the City of Socorro within 24 hours of acceptance.

2 Performance Work Statement Tasks and Critical Subtasks

2.1 Intensive Survey

The contractor will be required to survey all of the project area acres according to USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook and the following specifications. This requires pedestrian survey on the Cibola NF&NG by systematic intensive (100%) inspection of the ground surface using GPS-controlled parallel transects spaced no more than 15 meters apart. The field director may use his or her professional discretion to exclude potentially unsafe areas from the survey coverage, provided the **USFS is consulted**. Areas with slopes greater than 40 percent are generally considered too steep for safe execution of pedestrian cultural survey. Acreage with greater than 40 percent slope should be visually inspected for the potential of caves, rock shelters, rock art, mining features, or other site types known to occur on steep slopes that have the possibility to be adversely effected by ground disturbing activities. Non-surveyed areas will be documented in the project report and reflected on the project survey map.

2.1.1 Records Search

Prior to conducting the fieldwork, the contractor will review all available publications, manuscripts, project reports, site records, state files, Forest Service files, and any additional materials pertinent to the project region to become familiar with the history of archaeological work and site documentation for the project area.

At a minimum, this includes the inspection of the Cibola NF&NG site and survey spatial data; records of Forest Service facilities that may be greater than 50 years in age, GLO plats; NMCRIS files available through the Archaeological Records Management Section (ARMS); and all survey reports and records available at the Cibola NF&NG Supervisor’s Office or appropriate district office(s) that deal with previous fieldwork in the vicinity of the project area.

2.1.2 Complete Inventory

Locate, identify, and describe/document all cultural resource sites and isolated occurrences which can reasonably be detected from an inspection of the ground surface.

2.1.3 Previous Site Updates

All previously recorded sites in the project area will be assessed during this survey and documented to current standards with appropriate forms and in appropriate databases.

2.1.4 Survey Velocity – As Specified in NMAC 4.10.15.10.C

The amount of area surveyed including recording time should not exceed a rate of 30 acres per person per eight hours of survey calculated for the survey project as a whole and not daily. Terrain and the number and complexity of cultural resources influence survey velocities. When survey velocities are greater than this standard, include an explicit explanation in the survey report. USFS will evaluate the explanation and results of the survey and may request that the survey or portion of the survey be re-inventoried if the justification is inadequate.

2.1.5 – Surface Visibility Stipulations

The contractor will make general notes of surface visibility observations across the project area. These observations will be documented in the methods section of the report. Halt survey if falling precipitation (rain, snow, hail or freezing rain) exceeds trace amounts for any length of time. Do not conduct survey if fallen snow impairs ground visibility. Ground visibility is considered impaired if more than 20 percent of total ground surface is covered by snow (NMAC Title 4).

2.1.6 – Acceptable Quality Level

100% compliance with the USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook.

2.1.7 – Means of Measurement

An arbitrary random field inspection on a maximum of 10% of the survey area by the Cibola NF&NG Representative; review of weekly progress reports; and the review of the contractor's Quality Control Plan records. The results of the field inspection may result in a request for raw GPS data collected during field inventories. Raw GPS data must be provided upon request.

2.2 Site Recording

At a minimum, the contractor will record all cultural resource sites located in the project area in accordance with the USDA Forest Service National Heritage Program Management Handbook, and the USDA Forest Service Region 3 Cultural Resources Handbook and the State of New Mexico, Office of Cultural Affairs, Historic Preservation Division, Archaeological Resources Management Section guidelines and standards, particularly the User's Guide to The New Mexico Cultural Resource Information System: Guidelines for Submitting Cultural Resource Records.

All sites will be recorded in their entirety, even if the boundaries go outside of the identified survey boundary – the exception to this is if the site goes onto private land. The Contractor is not to go onto private land to record site information unless private property, unless given explicit direction that permission has been granted to Cibola NF&NG to do so. In the event that long linear sites or other atypically large sites extend outside the survey boundary, the extent of recording will be discussed with the Cibola NF&NG Representative.

2.2.1 New Site Documentation

Site documentation will adhere to the following:

2.2.1.1 Site ID

- The Forest AR site number will be used as the primary site identifier (i.e. in text, site narratives, tables, maps, etc.).
- Laboratory of Anthropology (LA) site numbers will be assigned after the USFS has reviewed the draft site forms at the completion of the fieldwork.

2.2.1.2 Datum

- A datum tree or other convenient, reasonably permanent object, such as a fence post, will be established as near as possible to the center of the site or next to a prominent feature of the site.
- An aluminum tag with the site number will be attached to the datum at the base and on north side of tree with an aluminum nail.
- The datum spatial coordinates, location, and description will be included in the site form. A photograph of the datum will be included in the site photo record.

2.2.1.3 Boundary

The boundary of a cultural resource site will minimally include all features, formal tools, and identifiable activity areas. When determining site boundary, consider utilizing a 20-meter rule. If no artifacts have been encountered within 20 meters, then it is likely the edge of the site has been reached.

2.2.1.4 Spatial (GPS) Data

- The spatial data of all sites will be recorded using a suitable hand-held GPS unit.
- GPS units will record data in the UTM Zone 13N, NAD 1983 coordinate system.
- GPS units will have an accuracy of 5 meters or less.
- Spatial data collected at each site will include the boundary in polygon geometry format; the datum in point geometry format; features in point, line, or polygon geometry format; significant formal and diagnostic tools in point format; and overview photo points in point format.

2.2.1.5 Mapping

On each site plan map:

- Accurately depict and label all recorded features and key them to descriptions in the site form.
- Identify artifact concentrations and, if applicable, artifact sample units and/or locations of limited subsurface testing units. These locations should be referenced and described in the site form.
- Identify the locations of key formal tools and diagnostic artifacts and key them to descriptions in the site form.
- Show the extent of previous disturbances and impacts to the site, including, but not limited to, natural gas well pads, access roads, pipeline corridors, electrical lines and poles, 2-track roads, erosion control structures, fences, wildlife habitat improvement structures, modern hearths, and collector's piles.
- Show extent of proposed project area/disturbance, if applicable. Map must show disturbance area relative to site boundary or have arrow and distance measurement if scale of map does not allow for depiction.

2.2.1.6 Photographs

Digital photographs *will* be taken of all sites. The photographs will be included on a photo record which is a component of the final site record. One photograph will include the marked datum tree.

- One photograph, at minimum, will be a site overview.
- Photograph all key diagnostic artifacts with a scale. A drawing can also be done of diagnostic artifacts.
- Photograph all features with a scale. A scale drawing of features can also be done where appropriate.

2.2.1.7 Artifacts

2.2.1.7.1 For assemblages of 100 or fewer artifacts:

Conduct a count on all observed artifacts and describe all key diagnostic and formal artifacts in the site form.

2.2.1.7.2 If artifact assemblages are large and/or extensive (>100):

The preferred sample strategy is to have 1 (or more) sample units can be designated instead of counting and classifying all artifacts. Artifacts within the sample unit(s) will be 100% recorded on site form. Sample unit(s) will be described in text and locations recorded on associated site maps and a rationale for how sample units were selected will be described in the site form and in the methodology section of the report. An estimate of total artifact counts must also be included. If the field personnel feel that a different sample strategy makes more sense for site recording (such as for large, widely dispersed sites) please explain the reason for choosing the alternate strategy in the site record.

2.2.1.8 Historic Sites

All historic period sites (i.e., can dumps, homesteads, cabins, etc.) will have a representative sample of diagnostic artifacts documented. Maker's marks, detailed sizes, and types will be listed and counted and a few artifacts with specific assignable dates will be photographed illustrating diagnostic elements. The representative sample will include examples of each diagnostic artifact type present. Aside from a count, it is not necessary to document multiple examples of the same diagnostic artifact type. This information and the photographs should be an integral part of the site form and not simply attached as an appendix to the report. If the property meets the NM HPD's threshold for historic property type that requires a Historic Cultural Property Inventory (HCPI) form to be completed per the NM HPD's guidance.

2.2.1.9 Management Recommendations

All site narratives will include management recommendations. Although this project is for trail work, the contractor will include an assessment of fuel types and fuel loads at sites, as well as site fire sensitivity. During the pre-work meeting, a list of proposed project activities will be given to the contractor to enable them to write appropriate management recommendations.

2.2.1.10 Site Record

All sites will be documented on a Cibola NF&NG Site Form (a modified version of the NM LA site form).

A final and complete site record requires the following components at a minimum:

- Cibola NF&NG site form (digital form template will be provided)
- Location Map (1:24000 scale)
- Plan Map
- Photo Record

2.2.2 Previously Recorded Sites

All previously recorded sites in the project area will be assessed and updated as appropriate during this survey.

This contract requires the contractor to verify the location and description of previously recorded sites within the survey area. These sites will require, at a minimum, a completed site update form (Cibola NF&NG form, Sections 1-5, 12), including photographs. New GPS readings of the site boundary and datum are required, if the site has not been visited in the last 10 years then it is also required that new GPS data is taken for features. If the previous documentation is inaccurate or of poor quality a complete site re-recording must be completed.

Previous NRHP eligibility determinations should reference NM SHPO HPD log number and date of SHPO comment.

2.2.3 Performance Standards – Site Recording

The contractor has recorded all sites in accordance with the above specifications, the USDA Forest Service National Heritage Program Management Handbook, the USDA Forest Service Region 3 Cultural Resources Handbook, and the State of New Mexico, Office of Cultural Affairs, Historic Preservation Division, Archaeological Resources Management Section Guidelines and Standards for Site Recording. Handwritten Cibola NF&NG site forms will be accepted as drafts, but final site forms must be typed Cibola NF&NG Forms and in both PDF and Word document format.

2.2.3.1 Acceptable Quality Level

One hundred percent compliance with the above specifications, the USDA Forest Service National Heritage Program Management Handbook, the USDA Forest Service Region 3 Cultural Resources Handbook, and the State of New Mexico, Office of Cultural Affairs, Historic Preservation Division, Archaeological Resources Management Section Guidelines and Standards for Site Recording.

2.2.3.2 Means of Measurement

A field inspection of a minimum of four sites and maximum of 10% of the newly recorded sites and/or previously recorded sites; review and verification of the contractor's draft site forms; and review of the contractor's Quality Control records. If the inspection show that sites were not recorded in accordance with section 2.2 of this contract, field inspections of up to an additional 10% of sites may be conducted. The results of the field

inspection may result in a request for raw GPS data collected for sites during field inventories. Raw GPS data must be provided upon request.

2.3 Limited Testing

Limited testing is defined as auguring, trowel testing, shovel testing, or small test excavation units (50 x 50 cm; 1 x 1 m). If, in consultation with the Cibola NF&NG, it is decided that limited testing is necessary to determine the NRHP eligibility or extent of a site, the contractor will conduct limited testing per Appendix K and L of the R3 Programmatic Agreement. Any testing beyond that described above is considered formal testing and is not authorized, nor required, as part of this Statement of Work.

Testing documentation will be included in the report and on the site forms in either narrative or tabular format, and must include the following:

- Rationale for testing
- Type of testing conducted (shovel, trowel, auger)
- GPS all individual test locations
- Depth of tests
- Soils encountered
- Cultural materials, if any, encountered.

Site maps must also include test locations keyed and numbered to match site form and report narratives.

2.4 Site Eligibility

Evaluate each site and make a recommendation regarding its eligibility to the National Register of Historic Places (NRHP) using all criteria listed in 36 CFR 60.6, USDI-National Register Bulletin 15, and provide all appropriate site, feature, and artifact documentation as required by the New Mexico Historic Preservation Division as justification for a determination of eligibility.

The New Mexico Historic Preservation Division requirements are detailed in the NMAC 4.10.15 (Standards for Survey and Inventory) and provided below:

4.10.15.16 EVALUATION AND STATEMENT OF SIGNIFICANCE: Evaluate each property identified during the survey in conformance with this section and document in the technical report and on the LA archaeological site record or HCPI form. Depending on the complexity and scale of the project, present evaluations in both narrative and tabular form.

- A. *Apply the criteria for integrity and significance to evaluate each property over 50 years old identified during the survey pursuant to 36 CFR Part 60.4. Identify the property as a district, site, building, structure or object. Indicate whether the property should be listed on the state register or should be determined as eligible for national register listing. Properties less than 50 years old should be evaluated if it is apparent that they will be eligible for the state or national registers within 5 years of the date of survey. Properties less than 50 years old that may be eligible for inclusion in the national register based on exceptional significance should be evaluated using national register criteria consideration G. If a property has been previously nominated for either the state or national registers, discuss the register status of the property.*

- B. Significance statement. Prepare a clear statement of significance for each archaeological site, historic structure or building, or other cultural property identified during the project. Indicate the level of significance as local, state or national and include in the technical report.*
- 1. If the cultural property is recommended as not significant or not eligible for listing, provide a clear discussion and complete documentation to support the recommendation. For archaeological sites, the discussion shall demonstrate that the site has been thoroughly studied, that surface artifacts and features have been recorded and that sufficient subsurface tests have been performed to support a conclusion that the site is unlikely to contribute important information. The lack of subsurface deposits is not in itself sufficient to support a recommendation that a site is not significant or not eligible. If the cultural property is from the historic period, provide basic archival documentation to augment field information and support the significance evaluation.*
 - 2. If the cultural property is recommended as significant or eligible for listing, provide evidence supporting its significance including reference to historic contexts and scholarly research in the region. Include a specific, evidence-based argument, linked to specific research topics and characteristics (historic values) observed. The recommendation shall be documented on the LA archaeological site record, HCPI form or other HPD-approved inventory form. For archaeological sites provide detailed descriptions of the types and numbers of surface artifacts and the types and numbers of features visible on the surface or in arroyos or road cuts. The presence of a large artifact scatter or the potential for subsurface deposits is not sufficient information to support an eligibility recommendation without additional discussion. If the cultural property is historic, include the results of archival research to support the evaluation.*
 - 3. Survey data alone may not be sufficient to evaluate the property. For archaeological sites, it may be necessary to conduct more extensive test excavations, beyond survey-level study and limited tests, to gather sufficient information to evaluate the specific research potential to support a recommendation for listing or not listing the property on the state or national registers. Additional archival research and detailed documentation may be necessary to evaluate the specific potential and criteria for historic structures, buildings and engineering features. Provide a clear explanation that details the need for additional information. Document the recommendation on the LA archaeological site record, the HCPI form or other HPD-approved inventory form. [4.10.15.16 NMAC - N, 1/01/06]*

In addition, the First Amended Programmatic Agreement (PA) Appendix B stipulates properties that may be considered eligible under the agreement. If using Appendix B, it must be referenced in Section 4 of the Site form

...the following types of heritage resources, provided they are 50 years old or older and clearly retain integrity, may be considered eligible for the National Register of Historic Places under criterion (d)....:

- Properties with clear evidence for the presence of structures (historic structures, pueblos, pithouses, teepee rings, etc.)*
- Properties with hundreds of surface artifacts*

- *Properties with clearly visible evidence of buried cultural deposits*
- *Properties with rock art*
- *Properties that clearly meet the National Register listing requirements in State historic contexts, existing multiple-property contexts, or SHPO-approved Forest-level historic contexts*

2.5 Native American Graves Protection and Repatriation Act Notification

The contractor will provide strict compliance with all Native American Graves Protection and Repatriation Act (NAGPRA) regulations as they apply to the inadvertent discovery of Native American human remains or cultural items.

Upon an inadvertent discovery, the contractor will provide immediate telephone notification of the discovery to the Forest Archaeologist (or their designated representative); the contractor will provide a precise coordinate location of any human remains observed. The contractor will provide written confirmation of the inadvertent discovery to the Forest Archaeologist within five days of the discovery.

2.6 Tribal Consultation

The Cibola NF&NG will conduct all government-to-government and Section 106 tribal consultation. The contractor will not be responsible for the identification and evaluation of traditional cultural properties or other areas of traditional cultural or religious importance to Indian tribes.

2.7 Recording Non-Site Cultural Remains

When an isolated occurrence (IO) is encountered, it will be accurately located using a GPS device and plotted on the appropriate 7.5-minute (1:24,000 scale) USGS map in the same manner as described for site locations. IOs will be briefly documented on a Cibola NF&NG or contractor-preferred IO form, including the area of artifact dispersal (when applicable), artifact type, frequency, and photographs with scale (as appropriate), and sketches of diagnostic artifacts. Detailed plan view maps are not required. GIS/spatial data deliverables for isolate locations can be depicted as polygon or point geometry. In consultation with the Cibola NF&NG, there are some instances where isolated features may be recorded as IOs (i.e. isolated check dams, non-diagnostic linear rock alignments, prospector's pits, etc.). Feature descriptions (which should include dimensions) and photographs should be recorded for all features.

2.7.1 – Performance Standards – Recording Non-Site Cultural Remains

All isolated occurrences that were encountered during the survey have been documented on IO recording forms or IO table; diagnostic artifacts have been photographed and sketched; appropriate contextual information provided, GIS data provided; and the IO location has been plotted on the appropriate 1:24000 scale map.

2.7.2 - Acceptable Quality Level

One hundred percent documentation of encountered isolated occurrences.

2.7.3 - Means of Measurement

An arbitrary random field inspection by Cibola NF&NG archaeologists, the verification of the contractor's Quality Control Plan records, and the data documented in the contractor's report. The

results of the field inspection may result in a request for raw GPS data collected for IOs during field inventories Raw GPS data must be provided upon request.

2.8 Collections

Except as otherwise noted, thorough documentation of cultural materials shall be made in the field. Any collections must be approved in advance by the Cibola NF&NG Representative, and may be made only in the following instances:

- The collection is absolutely necessary to adequately assess the resource,
- Especially rare or sensitive temporal indicator artifacts are encountered (e.g. Paleoindian or metal Apache projectile points).

When collection is determined to be necessary and approved by Cibola NF&NG Representative (i.e. Cibola NF&NG Archaeologist), the artifact will be point provenienced with sub-meter GIS data by the contractor and the location of the artifact recorded using GIS the NAD 83 CONUS datum and the appropriate UTM zone and shown on the site or IO map. Collected artifacts will be photographed in situ prior to removal. All collected materials shall be analyzed and discussed in the final report. All collected artifacts/samples will be turned over to the Cibola Archaeologist after analysis of the artifact is completed and must be turned over before the contract is terminated. All collections remain the property of the United States Government.

Section 3. Deliverables

During the period of actual on the ground survey performance:

3.1 Weekly Progress Reports

- A. Submit at the end of each week or session of fieldwork to the City of Socorro and USFS Representative.
- B. Document progress of survey including approximate number of acres surveyed, approximate location of completed survey, number of new sites encountered, number of previously recorded sites encountered, and number of IOs encountered. Cibola NF&NG may request copies of field data to begin inspections.

After fieldwork is complete, the contractor will provide the following deliverables:

3.2 Draft Site Forms

- A. Provide digital versions of each of the following items:
 - i. All draft site records (Cibola NF&NG form, plan map, and any other form).
 - ii. All IO forms or IO table.
 - iii. Draft topographic maps (1:24,000 scale) showing all site and IO locations.
- B. Spatial/GIS data for survey, sites, and IOs in Cibola NF&NG in shapefiles(.shp), geodatabases (.gdb), or Keyhole Markup Language (.kml) formats.
- C. Quality Control Plan narrative and all forms utilized to assure the quality of the survey and recording meets the standards set forth in the Statement of Work.

3.3.1 Draft Report

- A. One copy of the draft report which describes, in narrative format, the survey location, methodology, management recommendations (narrative and tabular), and results. The report will be used for National Historic Preservation Act, Section 106 consultation between the USDA Forest Service and the New Mexico State Historic Preservation Office and as such, will provide sufficient information with which to conduct these procedures.

- B. The contractor will use a Cibola NF&NG report number (will be assigned at beginning of project by Cibola NF&NG). The contractor is required to register the project with the New Mexico Cultural Resource Information System, Historic Preservation Division (NMCRIS) and obtain a NMCRIS activity number.
- C. The report must include the following per the USDA Forest Service National Heritage Program Management Handbook (FSH 2309.12):
 - i. Inventory purpose, need, and location
 - ii. Results of existing data review
 - iii. Description of the area inventoried, including boundaries
 - iv. Survey methods including an estimate of the extent of survey coverage
 - v. A record of the precise location of all cultural resources identified
 - vi. Updated information on any previously recorded cultural resources in the inventoried area
 - vii. Information on the appearance, significance, integrity, and boundaries of each property
 - viii. An assessment of the effect(s) of the proposed undertaking on cultural resources
 - ix. Artifact catalogues
 - x. Maps, drawings, and photographs.
- D. The report will also include a culture history specific to the project area. The cultural context should provide enough specificity to adequately evaluate the range of site types identified in the project area.
- E. The draft report must be accompanied by the following:
 - i. One copy of each complete site record (Cibola NF&NG site form, location map, plan map, photo record, fuel load assessment form) with previously requested corrections and comments addressed.
 - ii. One copy of each IO form or IO table with previously requested corrections and comments addressed.
 - iii. Topographic maps (1:24,000 scale) including Township, Range and Sections, showing all site and isolated occurrence locations with previously requested corrections and comments addressed.

3.3 Final Report

- 3.3.1 The US Forest Service will oversee all data entry and updates to their corporate NRM database. Contractor is required to deliver final GIS data and site records Cibola NF&NG forms in a digital (word and pdf) format that is considered acceptable for subsequent data entry as determined by Cibola NF&NG.
- 3.3.2 The final report will include the following:
 - A. Quality Control Plan
 - B. Final report in Microsoft Word and PDF formats.
 - i. Report pages should be formatted to the standard 8 ½” x 11” format. Maps, figures, and tables may be larger than 8 ½” x 11” as necessary.
 - ii. The cover and title page will carry the statement that the work was “Prepared for the USDA Forest Service, Cibola National Forest and National Grasslands, New Mexico” and will clearly show the Cibola NF&NG report number as assigned.
 - iii. The cover and title page will carry the statement that the work was “Prepared for the USDA Forest Service, Cibola National Forest and National Grasslands, New Mexico” and will clearly show the Cibola NF&NG report number as assigned.

- iv. The Forest AR site numbers will be used as the primary site identifiers (i.e. in text, site narratives, tables, maps, spatial data, etc.).
 - v. The various recording forms and the topographic maps showing project and cultural resource locations should be originals.
- C. Digital Maps
- i. All site locations will be marked on the topographic maps at a scale of 1:24,000 or 7.5' including Township, Range and Sections, in accordance with standards set forth in the USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook.
 - ii. Maps may be larger than standard size (8 ½" x 11") pages as necessary to accurately depict locational information for the project, sites, and IOs.
 - iii. All topographic maps included in the report will contain a heading in accordance with the standards set forth in the USDA Forest Service National Heritage Program Management Handbook and the USDA Forest Service Region 3 Cultural Resources Handbook.
 - iv. Sites numbers on maps will include both FS Site number and LA number.
- D. Final site records in Microsoft Word format and PDF formats. PDFs will include the site form and all associated site materials in a single PDF and be labeled: 031002XXXXX_LAXXXXXX_YEARMMDD (YEARMMDD = date of field recording).
- i. All hand prepared pages such as maps and drawings must be of professional quality and legible when reproduced in black and white.
 - ii. See Section 2.2 for detailed instructions on what should be included in each site record.
- E. Final isolated occurrence forms in Microsoft Word/Excel format. If using table, include the table within the body of the report.
- F. PDF copies of all site location and site plan maps.
- G. Spatial/GIS data for project (surveyed area, unsurveyed area, and project boundary), for sites (boundary, datum, features), and for IOs in Cibola NF&NG geodatabase format.
- H. Digital photographs with photo log.
- I. Copies or original of crew field notes/logs.

3.3.3 Report Production

- A. The various recording forms and the topographic maps showing project and cultural resource locations should be originals.
- B. The report will be returned to the contractor if there are editorial or typographic errors, reproduction or production flaws, format/content discrepancies or any other problems, which cause it to be of less than professional quality. Any additional costs to bring the report to acceptable quality will be at the contractor's own expense.
- C. The final report and all accompanying forms and photographs will be submitted in digital format (CD, jump drive, external drive, or other agreed upon method) in Microsoft Word and PDF format.
- D. Electronic files will also include PDF copies of all site location maps and site plan maps.
- E. Electronic files will also include spatial/GIS data for project (surveyed area, unsurveyed area, and project boundary), for sites (boundary, datum, features), and for IOs in Cibola NF&NG geodatabase format.
- F. All spatial data (maps, site geodatabase, IO locational data, etc.), site forms, photographs and any project related documentation shall be provided in

usable/editable electronic format. All written text and forms must be in Microsoft Word and PDF format.

3.4 Disposition of Collections and other Investigation Documentation

All material and data produced by the contractor in performance under this contract, or in work in support thereof, are, and shall be, the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data, and shall be, transferred without reservation to the United States Government. Materials include, but are not limited to, the following items: manuscripts, outlines, abstracts, field notes, artwork (including maps, sketches, charts, tables and related overlays), photography (including negatives, digital imagery, transparencies, prints, and microfiches), geospatial data, collected artifacts, and data sheets. The final report will be distributed to interested parties by the government.