

## SECTION II COST PROPOSAL AND STRUCTURE

### Schedule of Work and Deliverables

The JBIA will immediately begin work following execution of a contract between UTC and WAPA. JBIA requests that authorization for the project be provided at least 3 weeks in advance to the start of the field monitoring activities. The length of archaeological monitoring will be determined by the nature of the work being performed, the duration of earth change activities, and the schedule of work as determined by WAPA and its contractor. A daily protocol and schedule for fieldwork will be arranged with the client and the contractor following notification to proceed.

The enclosed proposal was drafted based on the RFP provided by WAPA, which requested the following basic price points: 1350 hours for onsite monitoring, 50 hours of advice on mitigation, 50 hours of administrative reports, and 50 hours for on-site-meetings and reporting of urgent issues. The basic hourly rates are noted below:

Item	Description	Qty	Rate	Amount
1	The Archaeologist will be responsible for monitoring ground-disturbing and the installation of the associated distribution equipment activities that will be conducted during the 7E Underground Project.	1350 hrs	Basic Hourly Rate for Principal Investigator (PI): \$46.21  Hourly Rate for Field Director (FD): \$ 35.24	Depending on staffing, between \$62,383.50 (PI) and \$47,574 (FD).
2	Advice on general mitigation measures to be used throughout the entire project.	50 hrs	Basic Hourly Rate for PI: \$46.21  Hourly Rate for FD: \$35.24	Depending on staffing, between \$2,310.50 (PI) and \$1,762 (FD).
3	Provide recurring administrative reports and provide them to the Authority's Project Managers.	50 hrs	Basic Hourly Rate for PI: \$46.21  Hourly Rate for FD: \$35.24	Depending on staffing, between \$2,310.50 (PI) and \$1,762 (FD).
4	Conduct on-site meetings and report urgent issues regarding archaeologist findings	50 hrs	Basic Hourly Rate for PI: \$46.21  Hourly Rate for FD: \$35.24	Depending on staffing, between \$2,310.50 (PI) and \$1,762 (FD).
1500 HOUR BASE SALARY ESTIMATES				Depending on staffing. If all work performed by PI: \$ 69,315  If all work performed by FD: \$ 52,860

While the above costs reflect basic salary estimates, we anticipate that the project will incur additional operational and indirect costs to ensure that an archaeologist is on site for the duration of the project. Based on information provided by your institution, the project duration is approximately 12 months, beginning in March of 2021 and ending in March of 2022. We assume a work schedule that runs Monday through Friday (five days a week) and includes 8-hour workdays during daytime hours.

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While the requested RFP requested basic hourly rates, the 1500 hours would translate to approximately 188 actual work days interspersed across at least 37.5 weeks. Accordingly, a comprehensive budget covering 188 days of archaeological monitoring is accounted for in the attached proposal.

We understand that proposed 1500 hours of monitoring requested in the RFP may not suffice for the entire one-year period of performance and that additional man-hours, travel, and project costs would be factored into a final contract. Specifically, such work would include additional man-hours and fieldwork to meet monitoring obligations over the 12-month period, the production of a final report, curation of additional excavated materials, and additional tasks as assigned, which will require more than the projected 1500 hours. Please note that the official Period of Performance will be established in the executed Contract agreed upon by both parties, and that all project activities must fall within the Period of Performance as delineated in the Contract.

Should monitoring services be required beyond the proposed period of performance, JBIA can provide a change order or an amended contract for execution to cover additional services and charges.

#### Cost Structure

The JBIA estimates the proposed cost for 188 days of on-site, on-call archaeological monitoring services as outlined above would be valued at approximately \$171,409.16 (One Hundred and Seventy One Thousand Four Hundred and Nine Dollars and Sixteen Cents). This proposal estimates 90 days of fieldwork during high-season travel and 98 days of fieldwork during low-season travel using rates according to the GSA per diem schedule.

Overall, though, for on-call archaeological monitoring, analysis, and report production, the following rates would apply (including benefits):

Principal Investigator:	\$ 369.69/day or \$46.21/hour
Field Director	\$ 281.88/day or \$35.24/hour
Archaeological Field Assistant	\$ 130.8/day or \$ 16.35/hour

*Overtime Rates Over 40 Hours/Week are assessed at 1.5X for each employee.*

Associated travel costs for the on-site archaeologist(s) will include travel time, airfare, vehicle rental, and per diem assessed at GSA rates during mobilization. GSA rates for St. John are currently at \$293/day during the low seasons and \$353/day during the high season, including lodging, meals, and incidentals. We note that all reasonable efforts will be made to reduce travel costs whenever possible and that all efforts will be made to implement cost-saving measures. In addition, in accordance with UTC's own internal policies, our negotiated overhead rate of 15.5 percent will be applied, rather than our standard rate of 36 percent.

If awarded the contract, JBIA agrees to provide an archaeological monitor on an on-call basis during the proposed period of performance, including a five-day work week and 8-hour work days. For each day during the week for which work is scheduled by WAPA, whether a five day or six day work week, JBIA will bill a minimum of four (4) hours of work for providing an on-call monitor, or actual hours worked if over four hours.

If over 40 hours of monitoring are required within a given work week, JBIA monitors will be paid at a rate equivalent to a multiplier of 1.5 for labor expenses per hour for hours worked over 40 hours in a given week.

In event that the project experiences delays or extended shut downs (e.g., Carnival, holidays, weather, etc.), JBIA may demobilize to implement cost-saving measures or continue to work on other elements of the project invoicing actual hours worked. JBIA requests notification in advance of extended breaks when no work is scheduled.

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If archaeological testing and/or data recovery are required and additional staff are warranted to complete the excavations in a timely manner, JBI A will provide WAPA with a cost proposal and change order for authorization prior to conducting such work. Deployment of additional staff may require up to seven (7) days to initiate following authorization, which may require an adjustment of the associated work schedule for WAPA or its contractors.

Expendable field supplies required for the monitoring project, including field equipment, safety equipment, specimen bags, and hand tools, may be purchased as needed and billed to the project.

Importantly, this proposal accounts for approximately 1500 hours or 188 days of archaeological monitoring. We assume that the actual hours to complete the archaeological monitoring for the Feeder 7E project will require more than the projected 1500-hour total. If awarded the contract, JBI A can provide the services above on a Time and Materials basis at the basic rates outlined above. JBI A will maintain appropriate documentation to account for and substantiate costs incurred. Supporting documentation can be provided to WAPA upon request.

#### **Payment Schedule**

Following execution of a contract and prior to mobilization, JBI A will invoice WAPA for a mobilization fee totaling 25 percent of the total estimated project costs as defined by the final contract and period of performance. Although background research and initial project work may be performed prior to the fieldwork, JBI A fieldwork and on-site monitoring will not begin until the 25 percent mobilization fee has been received by UTC.

Once those funds have been exhausted and for the remainder of the project, JBI A will provide monthly invoices to WAPA through the period of performance. Payment is due upon receipt and within 30 days.

#### **Statement of Qualifications**

The Jeffrey L. Brown Institute of Archaeology, a non-profit research institution of the University of Tennessee at Chattanooga, is listed on the List of VISHPO Authorized Archaeological Consulting Firms. Founded in 1975, the JBI A's mission is to conduct archaeological investigations that help private industry, non-profits, and federal/state/local/territorial governments to conduct archaeological research and document archaeological heritage. Under its director, Dr. A. Brooke Persons, JBI A conducts academic research and sponsored investigations throughout the American southeast and the Caribbean, with a special focus in the US Virgin Islands. At the JBI A, we seek creative, research-driven solutions to heritage management that enrich our community partners and contribute to the documentation of archaeological resource across regions.

Dr. A. Brooke Persons, is listed on the Register of Professional Archaeologists, meets all of the Secretary of the Interior's professional qualification standards for archaeology, and serves as the Principal Investigator for all JBI A projects. She has been dedicated to prehistoric and historic Caribbean archaeology since 2004 and has been working, and at times living, in the US Virgin Islands since 2007. She has directed numerous projects focusing on prehistoric and historic sites through the USVI, Cuba, and the American Southeast, including all phases of investigation and archaeological monitoring. She previously served as an archaeologist for the Department of Planning and Natural Resource's Virgin Island State Historic Preservation Office, and she received a MA (2006) and PhD (2013) in Anthropology from the University of Alabama.

Kate Crossan, the Field Director for this project, is listed on the Register of Professional Archaeologists and meets all of the Secretary of the Interior's professional qualification standards for archaeology. A former resident of St. Croix, Ms. Crossan has been working in Virgin Islands archaeology since 2007. Her experience spans Mesoamerica, the Caribbean, the Southeast, and Ireland. She has participated in and directed numerous projects on prehistoric and historic sites throughout the USVI. She has served as the primary onsite monitor for long-term archaeological monitoring projects in the USVI, and has extensive experience with historic background research, analysis of prehistoric and historic materials, and archaeological investigations of all phases. She received a MA (2015) in Archaeology from the University of Ireland in Galway.

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While the JBIA does not maintain a USVI business license, we are listed on the VISHPO's list of approved archaeological consulting firms. UTC is a registered Vendor with the Government of the Virgin Islands and can provide documentation upon request. Additionally, as UTC and the JBIA represent an educational institution whose primary responsibility is education, we are exempt from being required to have a business license to conduct research (cultural resources management) in the USVI.