



ARCHAEOLOGICAL PROFESSIONAL SERVICES

REQUEST FOR PROPOSAL (DCA RFP Number 8049.0709a)

The New Jersey Historic Trust (hereinafter Trust) was created by State law in 1967 to provide financial support, protection and technical assistance to historic sites and organizations in New Jersey. The Trust is an agency of the State affiliated with the Department of Community Affairs, with offices located at 101 S. Broad Street 6th Floor, P.O. Box 457, Trenton, NJ 08625-0457.

The Trust has been authorized by the Garden State Historic Trust Act of 1999 to administer the Garden State Historic Preservation Trust Fund which provides funding to non-profit organizations and units of local government for historic site management grants and capital grants for properties listed on the New Jersey Register of Historic Places and/or the National Register of Historic Places, and properties determined eligible to be listed on the New Jersey Register of Historic Places by the State Historic Preservation Officer. The Trust has also been authorized to assist with administering the NJ Cultural Trust's capital grants program which provides funding to non-profit organizations for capital grants for properties listed on the New Jersey Register of Historic Places and/or the National Register of Historic Places, and properties determined eligible to be listed on the New Jersey Register of Historic Places by the State Historic Preservation Officer.

The protection of New Jersey's archaeological heritage is an important part of the Garden State Historic Preservation Trust Fund and NJ Cultural Trust capital grants programs. All grants must address potential impacts to archaeological resources whenever grant-funded work includes the potential for ground-disturbing activities. These requirements are in place to comply with State Historic Preservation Office (hereinafter HPO) standards.

Therefore, the Trust is submitting this Request For Proposal for a FY 08 Professional Services Contract Agreement between the Trust and a professional archaeological consulting firm related to the New Jersey Register of Historic Places Act of 1970 (N.J.S.A. 13:1B-15.128 et seq.) and the New Jersey Historic Trust/Historic Preservation Office (NJHT/HPO) Memorandum of Understanding regarding review of Garden State Historic Preservation Trust Fund grants projects, P.L. 1999, c. 152.

Please submit your proposal to the attention of Dorothy P. Guzzo, Executive Director, New Jersey Historic Trust, if interested in entering into a Professional Services Contract Agreement with the Trust per the terms of the attached draft *Professional Services Contract*, and include a profile of your firm with curriculum vitae of principal staff, and an hourly rate price quote which you will submit to the Trust for hourly services reimbursement in an amount not to exceed \$16,000.00, charged to the Trust's FY 10 operational account as described hereinabove. Also, please read and sign the attached Agency RFP and State of New Jersey General Terms and Conditions (item #2), State of New Jersey Standard Terms and Conditions (item #4), and fill out and sign the following attached forms: Code of Ethics Disclosure (item #5), Source Disclosure (item #7), AA-Supplement (item #8), and Standard RFP Forms (item #9). Return all filled out and signed forms with your proposal.

All proposals are due in the office of the New Jersey Historic Trust, by 4pm on Tuesday, July 28, 2009. Our delivery address for packages is New Jersey Historic Trust, Depart of Community Affairs Building, 101 S. Broad Street, Room 604, Trenton, NJ, 08608. All proposals will be date stamped as they are received. The proposals will be opened and read at 10am on Wednesday, July 29, 2009. Please

Please call Trust staff Ross Sweetland at 609.984.0391 if you have questions.