

Benton Advertising & Promotion Commission

Agenda

September 13, 2023

3:30 pm at the Benton Municipal Complex in Council Chambers

I. Call to Order

II. Roll Call	Present	Absent
Steve Brown	_____	_____
Alison Burch	_____	_____
Bill Eldridge	_____	_____
Elgin Hamner IV	_____	_____
Steve Lee	_____	_____
Luke Moody	_____	_____
Greg Shinn	_____	_____

III. Minutes from August Meeting

IV. Financial Reports

- A. Profit and Loss Reports – Jordan Woolbright
- B. Bank Balances and Collections Report – Mandy Spicer

V. Administrative

Delinquency Report – Mandy Spicer

VI. Funding

None

VII. Report from Benton Event Center – Nikki Chumley

VIII. Report on the Development of Exit 114 Property – Bill Eldridge

IX. Old Business

None

X. New Business

None

XI. Other Business

XII. Adjournment

BENTON ADVERTISING & PROMOTION COMMISSION

Minutes

August 16, 2023

I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on August 16, 2023 at 3:30 pm at the Benton Municipal Complex in Council Chambers.

II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Alison Burch, Elgin Hamner IV, Steve Lee and Luke Moody.

III. MINUTES

Luke Moody made a motion to approve the minutes of the July 27, 2023 called meeting. Steve Lee seconded. Motion carried.

IV. FINANCIAL REPORTS

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of July 31, 2023:

Bank OZK – Focus Group Project	\$319,903.47
Bank OZK – A&P	\$70,467.84
Bank OZK – Event Center	\$328,449.38
Bank OZK – Savings	<u>\$372,050.99</u>
Total Checking/Savings	\$1,090,871.68

A&P profit and loss statement: for the month of July 2023 total income of \$16,582.87 and total expenses of \$24,635.88 resulting in a net loss of (\$8,053.01). The total expenses include \$15,828.95 of funding previously approved by the commission. For the year to date as of July 2023 total income of \$118,126.88, total operating expenses of \$104,251.04 resulting in net income of \$13,875.84.

Event Center profit and loss statement: for the month of July 2023 total income of \$71,280.33, total operating expenses of \$107,174.10 resulting in a net loss of (\$35,893.77). The repairs and maintenance expense of \$54,769.71 includes a large payment for electrical work in the plaza and outside that was previously approved by the commission. For the year to date as of July 2023 total income of \$443,909.21, total operating expenses of \$335,758.61 and capital expenditures of \$75,191.59 resulting in net income of \$32,959.01.

Focus Group profit and loss statement: for the month of July 2023 total income of \$17,425.02 and total expenses of \$0 resulting in net income of \$17,425.02. For the year to date as of July 2023 total income of \$122,613.14 and total expenses of \$0 resulting in net income of \$122,613.14.

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of July 31, 2023:

	Statement Balance	Prev. Month's Balance
A&P Collections General (clearing account)	\$3,757.65	\$2,592.25
Bond Account	Closed	Closed
A&P Large Project Checking (50% distribution)	\$1,273,379.57	\$1,188,020.65
A&P Small Project Checking (20% distribution)	\$604,388.15	\$569,666.99
A&P General Operating Checking (10% distribution)	\$81,007.84	\$80,085.85
Benton Focus Group Checking (10% distribution)	\$319,903.47	\$302,478.45
Benton Event Center Gen Operating Checking (10% distribution)	\$328,962.87	\$366,841.05
Benton Event Center Savings	<u>\$372,050.99</u>	\$370,697.18
	<u>\$2,983,450.54</u>	

- V. Collections received in the month of July 2023 were \$164,103.87 which is 6% higher than collections in July 2022. Below are the amounts collected in July of this year along with July of the previous four years:

July 2023 Collections	\$164,103.87
July 2022 Collections	\$154,468.26
July 2021 Collections	\$148,740.03
July 2020 Collections	\$115,292.01
July 2019 Collections	\$123,451.44

Mandy Spicer directed the commissioners to the list of delinquent businesses in their meeting packets. Of the ten businesses, two are four months past due. The others are one month late. All of them have been contacted by the city. City representatives are working with the two that are four months past due. One of the businesses recently sold and the debt is a combination from the old owner and the new owner. This business is also delinquent on business and alcohol permits. Mandy requested that city representatives be allowed to continue to work with the two grossly delinquent businesses in the hopes of the accounts being brought current before having to discuss taking legal action at the next A&P meeting. The commissioners agreed.

Luke Moody made a motion to accept the financial reports as presented. Steve Brown seconded. Motion carried.

- VI. FUNDING REQUESTS
None.

- VII. REPORT FROM BENTON EVENT CENTER
Amy McCormick gave the report in the absence of Nikki Chumley. The Attorney General held an event highlighting missing persons in Arkansas. The Masonic Lodge combined the Demolay Conference and the Rainbow girls conference and used the entire facility. They've already booked a date in 2024 and added an additional day. Duck Duck Goose

had its largest sale ever after combining their Benton and Little Rock sales with close to 1,000 consignors. The Empact Foundation had its first fundraiser to assist kids paying for sports equipment. Vinyl Con and the Sports Card and Memorabilia Show combined last weekend and had around 750 attendees (the organizers were expecting around 300). Rhea Lana's started its two-week event this week.

VIII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

A. Bids Received For Thomas Property Fence

Bill Eldridge said one bid was received in response to the issued bid request for the Thomas Property Fence. Bill Eldridge commented that since only one bid was received, he would like to table the issue and go through the bid process again to acquire more bids for comparison. The bid is from McDonald Fence for \$59,394.19 and fulfilled all requirements. Steve Lee stated that McDonald Fence has a great reputation for quality work and would be hard to beat. He also stated that he would not be fearful to accept the singular bid since he trusts the company. Alison Burch commented on McDonald Fence being located in Benton. Luke asked if specifications were given on the bid request. Bill verified that they were. Luke Moody commented he would be in favor of doing another bid request and maybe only one bid was received because it's a very specific type of fence and maybe not all fence companies are comfortable with it. Mandy directed the commissioners to the page in their packets that includes the scope of work that was included in the bid request. The commissioners agreed to issue another bid request.

B. Other Updates

Bill Eldridge reported that City Attorney Baxter Drennon and attorneys for CSMS Management LLC continue to review and revise the proposed contract.

IX. OLD BUSINESS

Bill Eldridge recognized Greg Shinn who submitted his letter of interest to fill the vacancy on the A&P Commission. Greg is the owner of HTeaO and has lived in Benton for seven years. He stated that he would be honored to serve on the commission. Steve Lee made a motion for Greg Shinn to be approved by the Benton City Council to serve on the A&P Commission. Alison Burch seconded. Motion carried.

X. NEW BUSINESS

A. Emergency Backup System and Ice Machine at Benton Event Center

Bill Eldridge stated that two pieces of equipment at the Benton Event Center had to be replaced quickly. City Attorney Baxter Drennon advised that if the replacement cost is under \$20,000, the expense doesn't have to be approved by the commission or go through the bid process. (1) The batteries that run the emergency lights in case of a power outage have expired. There are 24 batteries that need to be replaced at a cost of \$19,916.94 and will need to be replaced in another five years. The vendor is currently awaiting delivery of the batteries. (2) The evaporator went out on the ice machine. With the machine being 10 years old (original to the building), it was better to replace it than risk fixing it only to have additional issues. The price was

\$12,534.38. Gary James confirmed that the equipment at the Benton Event Center is serviced, maintained and cleaned as recommended by the manufacturers.

C. 2024 Advertising

Bill Eldridge presented an advertising opportunity he thought would be good for the A&P Commission. The Benton Chamber distributes 5,000 copies of its directory all over Saline County. The ad could promote the city and the cost of a full page ad is \$2,500. Discussion included the distribution of the directories, the commissioners don't want their pictures included and it would be good for the ad to promote different projects the A&P Commission has worked on. Luke Moody made a motion to purchase an ad for \$2,500 in the 2024 Benton Chamber directory. Steve Lee seconded. Motion carried.

XI. OTHER BUSINESS

A. Steve Lee made a motion that, contingent on the sale of land going through, the proceeds be used for the development of the proposed RV park. Luke Moody asked which account the proceeds would be allocated to. Mandy Spicer provided that it would be best for the proceeds to be deposited into the large project account since that is where the funds came from to purchase the land from Mr. Thomas. Luke Moody seconded the motion. Motion carried.

B. Steve Lee asked about the timetable for construction of the Thomas Property Fence. Per the contract with Mr. Thomas, the fence has to be constructed on or before January 1, 2024. The commissioners re-addressed whether to put the project out to bid again. Mandy said she could put it out again for two weeks. Luke Moody asked if no additional bids are received within the two week open bid period, the original bid can be accepted. Mandy Spicer said yes. Steve Lee asked if the bid from McDonald Fence would still be valid once the bid process starts again or if McDonald would need to re-submit the bid. Mandy Spicer said McDonald Fence would be at a disadvantage because its original bid would be public knowledge. Bill Eldridge asked if accepting the submitted bid would be the fair thing to do. The commissioners agreed. Luke Moody said from his recent experience with fencing, the submitted bid is very reasonable for this type of fence. Steve Lee made a motion to accept the bid from McDonald Fence for the construction and installation of the Thomas Property Fence. Elgin Hamner, IV seconded. Motion carried. Amy McCormick will communicate with McDonald Fence and forward the invoice for the down payment to Mandy Spicer for payment from the large project account.

XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Steve Lee seconded. Motion carried. The meeting was adjourned at 4:08 pm.



Bill Eldridge, Chairman



Amy McCormick, Recording Secretary

Benton A&P Commission
Statement of Assets, Liabilities & Equity-Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
As of August 31, 2023

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	339,734.26
Bank OZK - A&P	73,765.29
Bank OZK - Event Center	322,695.36
Bank OZK - Savings	373,409.74
Total Checking/Savings	1,109,604.65
Total Current Assets	1,109,604.65
TOTAL ASSETS	1,109,604.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	297.00
Total Other Current Liabilities	297.00
Total Current Liabilities	297.00
Total Liabilities	297.00
Equity	
Retained Earnings	920,882.20
Net Income	188,425.45
Total Equity	1,109,307.65
TOTAL LIABILITIES & EQUITY	1,109,604.65

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
August 2023

	<u>Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	233.48	125.00	108.48	186.78%
Sales Tax Revenue	18,660.29	17,171.00	1,489.29	108.67%
Total Income	<u>18,893.77</u>	<u>17,296.00</u>	<u>1,597.77</u>	<u>109.24%</u>
Gross Profit	18,893.77	17,296.00	1,597.77	109.24%
Expense				
Accounting Services	500.00	500.00	0.00	100.0%
Advertising Expense	3,260.40	2,150.00	1,110.40	151.65%
Comp. for Commissioners	600.00	750.00	(150.00)	80.0%
Funding	3,377.59	3,333.00	44.59	101.34%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	<u>15,596.32</u>	<u>14,591.33</u>	<u>1,004.99</u>	<u>106.89%</u>
Net Ordinary Income	<u>3,297.45</u>	<u>2,704.67</u>	<u>592.78</u>	<u>121.92%</u>
Net Income	<u><u>3,297.45</u></u>	<u><u>2,704.67</u></u>	<u><u>592.78</u></u>	<u><u>121.92%</u></u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through August 2023

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	1,594.05	880.00	714.05	181.14%
Sales Tax Revenue	135,426.60	122,040.00	13,386.60	110.97%
Total Income	<u>137,020.65</u>	<u>122,920.00</u>	<u>14,100.65</u>	<u>111.47%</u>
Gross Profit	137,020.65	122,920.00	14,100.65	111.47%
Expense				
Accounting Services	3,575.00	4,000.00	(425.00)	89.38%
Advertising Expense	23,773.50	23,200.00	573.50	102.47%
Comp. for Commissioners	3,750.00	4,500.00	(750.00)	83.33%
Funding	25,032.04	26,667.00	(1,634.96)	93.87%
Legal Counsel	9,150.00	9,600.00	(450.00)	95.31%
Office Expense	127.42	0.00	127.42	100.0%
Postage	128.23	100.00	28.23	128.23%
Repairs & Maintenance	1,044.53	0.00	1,044.53	100.0%
Service Agreement	53,266.64	53,266.64	0.00	100.0%
Total Expense	<u>119,847.36</u>	<u>121,333.64</u>	<u>(1,486.28)</u>	<u>98.78%</u>
Net Ordinary Income	<u>17,173.29</u>	<u>1,586.36</u>	<u>15,586.93</u>	<u>1,082.56%</u>
Net Income	<u><u>17,173.29</u></u>	<u><u>1,586.36</u></u>	<u><u>15,586.93</u></u>	<u><u>1,082.56%</u></u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
August 2023

	<u>Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	2,547.28	400.00	2,147.28	636.82%
Sales-Revenue	43,179.29	39,468.00	3,711.29	109.4%
Sales Tax Revenue	18,660.29	17,171.00	1,489.29	108.67%
Total Income	<u>64,386.86</u>	<u>57,039.00</u>	<u>7,347.86</u>	<u>112.88%</u>
Gross Profit	64,386.86	57,039.00	7,347.86	112.88%
Expense				
Advertising Expense	2,000.00	2,000.00	0.00	100.0%
Bank Service Fees	706.77	584.56	122.21	120.91%
Building Alarm System	967.92	540.00	427.92	179.24%
Cable TV	184.22	175.70	8.52	104.85%
Cleaning Service	1,155.00	1,200.00	(45.00)	96.25%
Contract Labor	4,344.10	4,621.75	(277.65)	93.99%
Health Insurance	1,165.63	1,165.63	0.00	100.0%
Internet	323.95	325.00	(1.05)	99.68%
Labor Expenses	12,838.16	12,864.92	(26.76)	99.79%
Laundry Expense	1,598.70	1,423.50	175.20	112.31%
Mileage Reimbursement	73.26	110.19	(36.93)	66.49%
Office Expense	175.02	654.64	(479.62)	26.74%
Pest Control Expense	65.63	65.63	0.00	100.0%
Repairs & Maintenance	35,466.81	11,055.00	24,411.81	320.82%
Supplies	762.77	2,789.53	(2,026.76)	27.34%
Telephone Expense	190.28	221.28	(31.00)	85.99%
Trash Pickup	273.06	255.19	17.87	107.0%
Utilities	6,186.41	8,441.00	(2,254.59)	73.29%
Website	59.95	59.95	0.00	100.0%
Total Expense	<u>68,537.64</u>	<u>48,553.47</u>	<u>19,984.17</u>	<u>141.16%</u>
Net Ordinary Income	<u>(4,150.78)</u>	<u>8,485.53</u>	<u>(12,636.31)</u>	<u>(48.92%)</u>
Net Income	<u>(4,150.78)</u>	<u>8,485.53</u>	<u>(12,636.31)</u>	<u>(48.92%)</u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through August 2023

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	18,102.95	2,950.00	15,152.95	613.66%
Sales-Revenue				
Alcohol Sales-Beer/Wine	12,847.87	6,914.00	5,933.87	185.82%
Alcohol Sales-Mixed Drinks	3,889.04	3,377.00	512.04	115.16%
Refunds>Returns	(1,209.00)	(300.00)	(909.00)	403.0%
Sales-Revenue - Other	339,236.61	294,413.00	44,825.61	115.23%
Total Sales-Revenue	<u>354,766.52</u>	<u>304,404.00</u>	<u>50,362.52</u>	<u>116.55%</u>
Sales Tax Revenue	135,426.60	122,040.00	13,386.60	110.97%
Total Income	<u>508,296.07</u>	<u>429,394.00</u>	<u>78,902.07</u>	<u>118.38%</u>
Gross Profit	508,296.07	429,394.00	78,902.07	118.38%
Expense				
Advertising Expense	2,186.50	2,000.00	186.50	109.33%
Alcohol Expense	16,814.30	4,746.43	12,067.87	354.25%
Alcohol Permit Expense	3,500.00	3,500.00	0.00	100.0%
Bank Service Fees	5,918.34	3,859.07	2,059.27	153.36%
Building Alarm System	2,148.74	2,240.00	(91.26)	95.93%
Cable TV	1,456.72	1,405.60	51.12	103.64%
Cleaning Service	12,709.07	9,600.00	3,109.07	132.39%
Contract Labor	34,526.95	27,349.91	7,177.04	126.24%
Dues & Memberships	325.00	325.00	0.00	100.0%
Health Insurance	9,150.19	9,150.19	0.00	100.0%
Internet	2,591.60	2,600.00	(8.40)	99.68%
Labor Expenses	108,171.03	108,789.45	(618.42)	99.43%
Laundry Expense	13,572.53	8,095.34	5,477.19	167.66%
Linen & Supplies	447.91	754.02	(306.11)	59.4%
Mileage Reimbursement	293.03	360.99	(67.96)	81.17%
Office Expense	3,272.33	3,146.88	125.45	103.99%
Pest Control Expense	798.48	864.11	(65.63)	92.41%
Repairs & Maintenance	75,466.49	56,250.00	19,216.49	134.16%
Supplies	13,390.49	14,515.34	(1,124.85)	92.25%
Telephone Expense	1,346.59	1,660.84	(314.05)	81.09%
Trash Pickup	2,954.69	2,143.18	811.51	137.87%
Utilities	46,428.53	51,995.24	(5,566.71)	89.29%
Website	519.55	519.55	0.00	100.0%
Total Expense	<u>357,989.06</u>	<u>315,870.94</u>	<u>42,118.12</u>	<u>113.33%</u>
Net Ordinary Income	150,307.01	<u>113,523.06</u>	<u>36,783.95</u>	<u>132.4%</u>
Other Income/Expense				
Other Expense				
Capital Expenditures	121,498.78			
Total Other Expense	<u>121,498.78</u>			
Net Other Income	<u>(121,498.78)</u>			
Net Income	<u>28,808.23</u>			

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
August 2023

	<u>Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	1,170.50	300.00	870.50	390.17%
Sales Tax Revenue	18,660.29	17,171.15	1,489.14	108.67%
Total Income	<u>19,830.79</u>	<u>17,471.15</u>	<u>2,359.64</u>	<u>113.51%</u>
Gross Profit	<u>19,830.79</u>	<u>17,471.15</u>	<u>2,359.64</u>	<u>113.51%</u>
Net Ordinary Income	<u>19,830.79</u>	<u>17,471.15</u>	<u>2,359.64</u>	<u>113.51%</u>
Net Income	<u><u>19,830.79</u></u>	<u><u>17,471.15</u></u>	<u><u>2,359.64</u></u>	<u><u>113.51%</u></u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton A&P Commission
Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis
Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted
January through August 2023

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest	7,017.33	2,100.60	4,916.73	334.06%
Sales Tax Revenue	135,426.60	122,039.89	13,386.71	110.97%
Total Income	<u>142,443.93</u>	<u>124,140.49</u>	<u>18,303.44</u>	<u>114.74%</u>
Gross Profit	<u>142,443.93</u>	<u>124,140.49</u>	<u>18,303.44</u>	<u>114.74%</u>
Net Ordinary Income	<u>142,443.93</u>	<u>124,140.49</u>	<u>18,303.44</u>	<u>114.74%</u>
Net Income	<u><u>142,443.93</u></u>	<u><u>124,140.49</u></u>	<u><u>18,303.44</u></u>	<u><u>114.74%</u></u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

Benton Advertising & Promotion Commission Bank Account Balances
August 30, 2022

Account Name		Acct #	Statement Balance	Previous Month's Balance
<u>Cash Accounts:</u>				
A&P Collections General		***1584	4,026.67	3,757.65
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	1,371,158.56	1,273,379.27
A&P Small Project Checking	20%	***0348	643,920.40	604,388.15
A&P General Op Checking	10%	***3297	77,974.29	81,007.84
Benton Focus Group Checking	10%	***2274	339,734.26	319,903.47
				0.00
Benton Event Center General Op Checking	10%	***2640	342,728.24	328,962.87
Benton Event Center Savings		***9832	373,409.74	372,050.99
TOTAL OPERATING CASH & INVESTMENTS				<u><u>3,152,952.16</u></u>

**BENTON ADVERTISING & PROMOTION
COLLECTIONS - FY2023 - NET**

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	RECD IN DEC
RESTAURANTS:													
TOTAL RESTAURANTS	139,535.30	154,235.68	138,188.73	160,752.77	147,520.29	168,107.36	145,225.43	168,352.64	17,499.46	0.00	0.00	0.00	1,239,417.66
# of Businesses	82	81	79	80	82	80	78	84					
FOOD TRUCKS:													
TOTAL FOOD TRUCKS	712.24	479.70	1,158.80	541.34	1,022.90	1,053.82	1,032.36	821.73	206.95	0.00	0.00	0.00	7,029.84
# of Businesses	8	6	10	8	12	15	27	18					
MOTEL & HOTEL:													
TOTAL MOTEL & HOTEL	5,316.49	4,595.48	4,388.11	5,251.69	5,565.80	7,435.44	6,219.59	6,601.72	1,603.00	0.00	0.00	0.00	46,977.32
# of Businesses	10	10	10	10	10	11	11	10					0.00
CONVENIENCE STORE:													
TOTAL C-STORE	3,765.75	2,762.41	3,229.98	3,189.04	3,390.42	1,825.50	3,640.15	2,737.86	20.23	0.00	0.00	0.00	24,427.83
# of Businesses	17	17	19	17	18	19	20	19					
OTHER:													
TOTAL OTHER	3,059.82	2,969.53	4,155.16	2,368.03	7,428.34	4,713.90	5,096.84	5,512.95	1.18	0.00	0.00	0.00	35,305.75
# of Businesses	13	12	11	12	12	12	12	13					
GROCERY:													
TOTAL GROCERY	3,163.96	2,419.25	2,646.78	2,343.76	2,913.60	2,953.95	2,889.50	3,303.56	0.00	0.00	0.00	0.00	22,634.36
# of Businesses	3	3	3	3	3	3	3	3					
GRAND TOTALS	155,553.56	167,462.05	153,767.56	174,446.63	167,841.35	186,089.97	164,103.87	187,330.46	19,330.82	0.00	0.00	0.00	1,375,792.76
2022 Collections	154,095.92	129,638.16	127,930.49	158,659.20	156,810.34	168,019.16	154,468.26	170,989.88	155,200.96	158,573.06	154,044.55	148,725.26	1,837,155.24
2021 Collections	136,911.96	109,322.08	114,271.51	150,715.18	147,830.27	152,994.36	148,740.03	160,523.11	143,658.46	131,394.46	141,463.51	135,536.13	1,673,361.06
2020 Collections	127,256.22	117,613.40	111,444.38	105,889.39	97,678.07	123,024.71	115,292.01	134,831.92	126,876.64	119,983.38	129,755.98	109,901.21	1,419,547.31
2019 Collections	117,759.17	107,528.57	110,355.97	129,020.47	120,664.42	135,416.48	123,451.44	131,093.40	119,508.52	112,256.92	119,762.25	116,259.46	1,443,077.07
% increase from 2022 to 2023	1%	29%	20%	10%	7%	11%	6%	10%	-88%	-100%	-100%	-100%	

NOTICE

**The following businesses are delinquent in the
remittance of their Benton Advertising and Promotion Tax
as of September 11, 2023**

10 Fiyahside Island Grill
Dippin Dots
Fully Loaded
Jimmy's Super Stop
Juicy J Chicken
Koffee with a Kause
Little B's Donuts
Lost Pizza
Meltdown Eatery
Pasta J
Samurari Steakhouse
SQRL-Benton
Vibrant Nutrition

This notice is being placed in accordance with the Benton Advertising and Promotion Commission Delinquency Policy, as adopted November 15, 2012.

Benton Event Center-Event Report

August 15, 2023 to September 12, 2023

October 1, 2013 to Augst 14, 2023

841,768

	Date(s)	# of Attendees
Rhea Lana's Children's Consignment Sale	8/13-8/27/2023	5,100
Credit Union Meeting	8/28/2023	30
AR Dept of Commerce Broadband Meeting	8/29/2023	72
First Security Trip Meeting	8/29/2023	80
CHI/STVI Leadership Development	8/30-8/31/2023	270
City of Benton Workshop	8/31/2023	22
AR Assocation of County Judges	9/5-9/8/2023	860
Card Show	9/9/2023	152
Sigma Chi Chi Nursing Scholarship Brunch	9/9/2023	180
James Baby Shower	9/9/2023	40
Russell Wedding Shower	9/10/2023	30
Taylor Wedding Anniversary	9/10/2023	100

6,936

of Events: 12

TOTAL: 848,704



CITY OF BENTON
114 S East Street
Benton, AR 72018
(501) 776-5900



Bid Number: 2023-17

Commodity: Cultural Resources Survey of A&P Land

Department: Benton A&P Commission

Bid Opening Date/ Time: Thursday, September 7, 2023@11:30am

Company	Representative	Amount
<u>Flat Earth</u>	<u>_____</u>	<u>36,540</u>
<u>Archaeology</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Integrated</u>	<u>_____</u>	<u>190,718.40</u>
<u>Environmental</u>	<u>_____</u>	<u>_____</u>
<u>Solutions</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

Witnesses
[Signature]
[Signature]



Office of Administrative Services
 114 S. East Street
 Benton, AR 72015

Request for Proposals

Bid Number: RFP 2023-17	Buyer: Mandy Spicer, Chief Financial Officer
Commodity: Cultural Resources Survey of A&P Land	Bid Opening Date: Thursday, September 7, 2023
Department: Benton A&P Commission	Bid Opening Time: 11:30 a.m.
Date Issued: Thursday, August 24, 2023	

All proposals will be accepted until **Thursday, September 7, 2023**. All proposals must be placed in a sealed package clearly marked on the outside "**Cultural Resources Survey of A&P Land RFP.**" The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

Mailing Address:	Bid Opening Location:
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015

Flat Earth Archeology, LLC
 Printed Name of Company

117 Financial Drive, Cabot, AR 72023
 Company Address

(501) 286-7124
 Telephone Number

_____ Fax Number

chrisb@flateartharcheology.com
 E-Mail Address

Chris Branam, RPA
 Printed Name of Authorized Signature

August 25, 2023
 Date

Chris Branam
 Authorized Signature

August 25, 2023
 Date



Section 1 – General Information

Introduction: This Request for Proposal is issued by the City of Benton to secure a vendor to perform a cultural resources survey.

Type of Contract: The contract will be for a survey of 203 acres with consists of tracts 1, 2 and right of way for future trail system of the Thomas Park Project in Benton, Saline County, Arkansas.

Billing: Invoice shall be delivered to the A&P Commission only after the completion and acceptance of the survey.

Caution to Bidders:

1. Vendors **must** submit two (2) signed, original RFP responses on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
 - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
 - b. Failure to sign the Official RFP Document.
 - c. Failure to complete the Official RFP Price Sheet.
 - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
 - e. Failure of any proposed goods or service to meet or exceed the specifications.

Equal Employment Opportunity Policy: The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information, or political affiliation and complies with the requirements of the Americans with Disability Act.



Delivery of Response Documents: It is the responsibility of vendors to submit bids at the place, on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

General Terms and Conditions for Proposals

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** **Make sure to include all applicable taxes in your proposal.**
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions, the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.



Section 2 – Specific Requirements

References: Vendor must furnish as references a minimum of three (3) current customers who have received services of the same or similar in scope within the last five (5) years.

Business Name: FTN & Associates
Business Address: 3 Innwood Circle, Suite 220, Little Rock, AR 72211
Contact Person and Phone: Jimmy Rogers (501) 225-7775
Email Address: jjr@ftn-assoc.com

Insurance: Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton's approval.

The following is a list of liability limits for Worker's Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor's insurance carrier.

1. Worker's Compensation and Employee Liability Policy

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each accident

2. Comprehensive General Liability Policy

Premises and Operation
Contractual Insurance
Personal Injury

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person \$500,000 each occurrence
Property Damage	\$2,000,000 each occurrence \$2,000,000 aggregate

The Vendor shall assume all liability for any accidental or criminal occurrence.



Section 3 – Scope of Services

Scope of Services: The City of Benton is now accepting bids for a cultural resources survey of 203 acres for the Thomas Park Project located in Benton, Saline County, Arkansas. Property is located northwest of I-30 along and near the Saline River.

The cultural resources survey shall comply with the following professional standards and guidelines:

1. National Park Service (NPS) National Register Bulletin 15 "How to Apply the National Register Criteria for Evaluation," and Bulletin 36 "Guidelines for Evaluating and Registering Historical Archeological Sites and Districts.
2. Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation" as published in the Federal Register, September 29, 1983.
3. The Advisory Council on Historic Preservation (ACHP) guidelines set forth in 36 CFR 800, "Protection of Historic Properties."
4. Appendix B of the Arkansas State Plan: Guidelines for Archeological Fieldwork and Report Writing in Arkansas (Revised Version in effect as of 1 January 2010.)

A successful bid shall include an estimate of the cultural resources work including:

1. Cultural resources survey of the location.
2. Archeological site boundary documentation related to the project.
3. Forms and preliminary assessments.
4. Project paperwork.
5. Historical research and assessment of any potentially historic structures.
6. Laboratory analysis of artifacts.
7. Permanent curation of any artifacts recovered during fieldwork
8. Production of the written report for the project and recommendations.
9. Minimum of ten (10) hard copies of the final report plus a digital version.

All pricing shall include taxes.

Tentative start date is as soon as possible.

Any questions regarding this RFP may be directed to:

Mandy Spicer, Chief Financial Officer
114 S East Street
Benton, AR 72015
501-381-3710

Mandy.Spicer@bentonar.org



Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price
Total Bid for A&P Cultural Survey	\$ 36,540.00

Upon signing this form, the applicant acknowledges that all information provided in this RFP is true and will provide documentation requested.

The price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Flat Earth Archeology, LLC

Printed Name of Company

117 Financial Drive, Cabot, AR 72023

Company Address

(501) 286-7124

Telephone Number

Fax Number

chrisb@flateartharcheology.com

E-Mail Address

Chris Branam, RPA

August 25, 2023

Printed Name of Authorized Signature

Date

August 25, 2023

Authorized Signature

Date



Flat Earth Archeology, LLC

117 Financial Drive Cabot, AR 72023
(501) 286-7124 – office
(501) 593-0609 – cell
Website: FlatEarthArcheology.com
Email: chrisb@flateartharcheology.com

August 11, 2023

City of Benton
PO Box 607
Benton, AR 72018

RE: Cultural Resources Survey of 203 Acres for Thomas Park Project in Benton, Saline County, Arkansas

To Whom It May Concern:

This proposal is submitted in relation to your request for a cultural resources survey of the above referenced project. I have examined the map and information provided. Flat Earth Archeology can conduct a Phase I archeological survey covering the project area as identified in the maps provided, covering approximately 203 acres. To achieve this, a pedestrian survey will be performed utilizing shovel test excavations in 20-meter intervals along transects in the proposed project area to identify and assess the status of any cultural deposits or features inside the project area.

Background research and fieldwork can begin immediately after the receipt of the signed contract and/or written notice to proceed. Fieldwork will take a crew of archeologists roughly 14 business days to complete depending on field conditions and the amount of cultural resources identified. Flat Earth Archeology will write and submit the cultural resources report within 15 business days from the completion of fieldwork. The report will include information on any archeological sites identified and recommendations for the proposed project to be in compliance with federal and state regulations regarding cultural resources. The exact locations of any significant prehistoric or history archeological sites found will be supplied to you and your representatives for planning purposes only, with the stipulation that their locations will not be part of any document released to the public.

All work will conform to the standards set for the state of Arkansas which are described in *A State Plan for the Conservation of Archeological Resources in Arkansas* (Davis, ed. 1982, amended 2010) and the standards set by the U.S. Secretary of Interior's Standards and Guidelines for Archeological and Historic Preservation.

A digital copy of the report will be submitted to you. Up to three hard copies of the report will be supplied upon request. You will be responsible for disseminating the report to the appropriate agency or agency or agencies for review. The required copies of the final report will be sent by Flat Earth Archeology to the Arkansas Archeological Survey in

Fayetteville for the state archives along with any artifacts recovered during the project for permanent curation.

You will need to provide maps (if necessary) of the proposed project to Flat Earth Archeology and notify us of any changes to the project area prior to fieldwork. You or your representative will obtain necessary permission for access to the properties. We will not investigate areas where landowner permission is denied.

The cost estimate of the cultural resources work includes:

- cultural resources survey
- archeological site boundary documentation related to your project
- forms and preliminary assessments
- project paperwork
- historical research and assessment of any potentially historic structures
- laboratory analysis of artifacts
- permanent curation of any artifacts recovered during fieldwork at the University of Arkansas Collections Facility and payment of their associated fees
- production of the written report for the project and recommendations
- minimum of two hard copies of the final report (a digital version can be supplied to all parties also)

The cost of this cultural resources project is a fixed rate of \$36,540.00.

The invoice will be sent upon completion and submittal of the report. Payment should be received within 30 days of receipt of the invoice.

A supplemental agreement will be needed if any additional items (such as Phase II significance testing, deep trenching, removal of cultural features, monitoring . . . etc.) are requested by you. If additional archeological work (i.e. Phase II site testing or Phase III site mitigation) is required by the SHPO, a separate contract can be negotiated for that work.

Thank you for giving us the opportunity to assist you with your cultural resources needs.

Please see the three requested professional references below.

Sincerely,



Chris Branam, RPA

PROFESSIONAL REFERENCES:

Business Name: FTN & Associates

Business Address: 3 Innwood Circle, Suite 220, Little Rock, AR 72211

Contact Person & Phone: Jimmy Rogers (501) 225-7775

Email Address: jjr@ftn-assoc.com

Business Name: Arkansas Army National Guard

Business Address: DCSN-E, Box 5, North Little Rock, AR 72199-9600

Contact Person & Phone: Deanna Holdcraft (501) 212-5889

Email Address: deanna.n.holdcraft.nfg@army.mil

Business Name: Garver, LLC

Business Address: 4701 Northshore Drive, North Little Rock, AR 72118

Contact Person & Phone: William McAbee (501) 537-3259

Email Address: WCMcAbee@garverusa.com



Office of Administrative Services
 114 S. East Street
 Benton, AR 72015

Request for Proposals

Bid Number: RFP 2023-17	Buyer: Mandy Spicer, Chief Financial Officer
Commodity: Cultural Resources Survey of A&P Land	Bid Opening Date: Thursday, September 7, 2023
Department: Benton A&P Commission	Bid Opening Time: 11:30 a.m.
Date Issued: Thursday, August 24, 2023	

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Mailing Address:	Bid Opening Location:
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015


Integrated Environmental Solutions, LLC
 Printed Name of Company

301 West Eldorado Parkway, Suite 101, McKinney, TX 75069
 Company Address

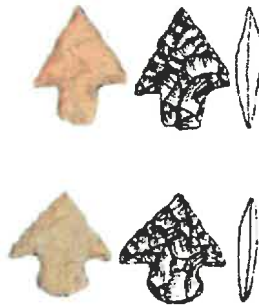
(972) 562-7672 N/A
 Telephone Number Fax Number

rschneider@intenvsol.com
 E-Mail Address

Rae Lynn Schneider, President 5 September 2023
 Printed Name of Authorized Signature Date

 5 September 2023
 Authorized Signature Date

Response to Request for Proposal 2023-17: Cultural Resources Survey of A&P Land, Thomas Park Project in Benton, Saline County, Arkansas





05 September 2023

Mandy Spicer, Chief Financial Officer
City of Benton, Arkansas
114 S East Street
Benton, AR 72015
(501) 381-3710
Mandy.Spicer@bentonar.org

RE: Response to City of Benton Request for Proposal 2023-17: Cultural Resources Survey of Tracts 1, 2 and Right of Way for Thomas Park Project

Dear Ms. Spicer:

Integrated Environmental Solutions, LLC (IES) is pleased to provide the City of Benton with our response to Request for Proposal 2023-17: Cultural Resources Survey of Tracts 1, 2 and Right of Way for future trail systems of the Thomas Park Project in Benton, Saline County, Arkansas. The technical approach presented within this proposal reflects our expertise and understanding of Arkansas Archaeological Survey expectations and requirements for the project.

IES fully agrees with the terms, conditions, and provisions included in the solicitation. If you require any additional information, please contact me or Kevin Stone, Senior Vice President and Director of Cultural Resources, at (972) 562-7672 or via email (rschneider@intenvsol.com or kstone@intenvsol.com).

Sincerely,

Rae Lynn Schneider, PMP
President
Integrated Environmental Solutions, LLC



INTRODUCTION

Integrated Environmental Solutions, LLC (IES) is pleased to submit this cost proposal in response to the City of Benton (City) Request for Proposal 2023-17: Cultural Resources Survey of A&P Land to survey 203 acres of tracts 1, 2, and right of way for future trail systems of the Thomas Park Project in Benton, Saline County, Arkansas. As we detail in this proposal, the depth and breadth of our staff and firm's experience, in conjunction with our proximity to the project area, makes us uniquely qualified for this solicitation. Through this proposal, we will illustrate our experience, capabilities, capacity, and desire to provide the City of Benton (City) with services and products of exceptional quality at the highest value. We will also highlight our staff's diverse skillsets and toolkit; our in-depth knowledge of the regional and national cultural resource regulations, our understanding of Arkansas specific requirements and best practices; and our proven ability to complete the scope of services requested by the City. This proposal also contains our approach and fee necessary to fulfill the scope of work. We look forward to the opportunity of supporting the City and ensuring National Historic Preservation Act (NHPA) Section 106 compliance is achieved.

IES OVERVIEW

IES was established in January 2003, and specializes in providing archeological, architectural, and heritage-based consulting services. IES is a certified woman-owned small business (WOSB) through the Small Business Administration (SBA) that holds certifications through the North Central Texas Regional Certification Agency (NCTRCA) as both a disadvantaged business enterprise (DBE), as well as a small business enterprise (SBE), and from the Women's Business Council – Southwest as a woman-owned business enterprise (WBE) and SBE. IES is also certified by the Texas Comptroller of Public Accounts as a Historically Underutilized Business



IES Headquarters in McKinney, Texas

(HUB). Our principal office, located in McKinney, Texas, joins satellite offices in Waco, Texas (est. 2018) and Denton, Texas (est. 2019).

IES maintains one of the largest in-house cultural resources staff in Texas, currently employing 15 full-time team members and dedicated administrative staff who manage a team of independent, contract-based, and part-time employees. Led by professionals who hold advanced degrees in anthropology/archeology and historic preservation and meet the Secretary of Interior (SOI) Professional Qualification Standards for Archeology and Architectural History, the IES cultural resources staff also possess specialties in prehistoric and historic-period archeology, archival and



integrated environmental solutions

deed research, Geographic Information Systems (GIS), and geophysical remote sensing techniques. Our GIS staff have advanced degrees in GIS and archeology, which allows IES to efficiently process and maintain robust datasets, and to graphically depict complex data using unique, yet easy-to-comprehend methods specifically tailored for cultural resources applicability.

While the expertise of our cultural resources staff spans a wide range of project experience, our team specializes in providing the scope of services requested by this solicitation. Our expertise lies in conducting background research, probability analysis, research designs, intensive survey, monitoring, National Register of Historic Places (NRHP) evaluations, and report writing, as well as Texas Historical Commission (THC) and agencies coordination for development, property acquisition, and land management projects that must comply with NHPA Section 106/110, ACT, Rivers and Harbors Act (RHA) Sections 10 and 14 (U.S. Army Corps of Engineers [USACE] Section 408 Request), Clean Water Act (CWA) Section 404, Archeological Resources Protection Act (ARPA), and the Texas Health and Safety Code (THSC).

STAFFING

IES is led by highly qualified professionals with vast experience throughout the Southern Plains, Ouachita, and Ozark regions. IES key personnel includes Kevin Stone, Registered Professional Archeologist (RPA), as Project Manager (PM) and Principal Investigator (PI), with RPAs Christopher Goodmaster and Alexandra Younger as Project Archeologists (PAs). Supporting staff includes Daniel Norwid, Architectural Historian and Archivist and Anne Gibson, Curation Specialist and Laboratory Supervisor. All members of the team are SOI-qualified, and their expertise is detailed within the following section and organizational chart. Resumes for key personnel are included in the Resume section.

Principal Points of Contact

Rae Lynn Schneider is the owner of IES and the authorized company representative/negotiator for this solicitation. Ms. Schneider works out of our principal office, which is responsible for all billing. Kevin Stone, Senior Vice President and Cultural Resources Director, is the principal point of contact (POC) for this task order.



Rae Lynn Schneider, PMP
President, CEO
301 W. Eldorado Parkway,
Suite 101
McKinney, Texas 75069
(972) 562-7672
rschneider@intenvsol.com



Kevin Stone
Senior Vice President, Director
of Cultural Resources
1612 Columbus Avenue, Suite C
Waco, Texas 76701
(972) 562-7672
kstone@intenvsol.com



Key Personnel

Project Manager & Principal Investigator - **Name:** Kevin Stone; **Education:** Master of Arts - 2009 - Texas Tech University - Anthropology; Bachelor of Arts - 2006 - Abilene Christian University - History; **Certifications:** Registered Professional Archeologist (RPA; 2012 - Present); **Years with IES:** 10.



Mr. Stone is an SOI-qualified archaeologist with more than 15 years of experience in Arkansas, Texas, and Oklahoma. As Senior Vice President and Cultural Resources Director, he has conducted projects requiring all aspects of cultural resources consulting services across the region, which has equipped him to provide expert advice and the ability to comprehend the wider regulatory planning, coordination, and permitting processes. His project experience includes no findings surveys, NRHP evaluations, Memorandum of Agreements, archaeological testing and excavation, creative mitigation, complex agency coordination, planning and resource management consultation meetings, as well as field methodology and research design development. Mr. Stone serves as the Cultural Resources Department Quality Control Officer and reviews documents that range

from short, no findings letter reports to multi-chapter reports discussing significant resources, adverse effect determinations, and complex data sets. In compliance with NHPA Section 106, he has conducted reconnaissance surveys, indirect impact assessments, and agency coordination for undertakings seeking to demolish, rehabilitate, or manage historic-age architectural resources. He has completed State Historic Preservation Officer (SHPO) coordination for projects impacting historic-age architectural resources administered by the Federal Emergency Management Agency (FEMA), DFW, Federal Aviation Administration (FAA), USACE, U.S. Department of Economic Development Association (EDA), Department of Housing and Urban Development (HUD), and Environmental Protection Agency (EPA). Mr. Stone will be responsible for ensuring all work meets Arkansas Archeological Survey (ARAS) and Section 106 requirements, and will develop a project plan and facilitate coordination with the City and ARAS.

Project Archeologist - **Name:** Christopher Goodmaster; **Education:** Master of Arts - 2007 - University of Arkansas - Anthropology; Bachelor of Science - 2004 - Middle Tennessee State University - Geoscience; **Certifications:** RPA (2014 - Present), SOI-Qualified in Archeology; **Years with IES:** 5.



Mr. Goodmaster is an SOI-qualified archeologist with 18 years of experience within the cultural resource management (CRM) and academic sectors and extensive project experience in Arkansas, Texas, and Oklahoma. His experience includes coordination and supervision of field personnel, coordination with subconsultants, logistics, quality control and management of field and laboratory data, and coordination with project stakeholders. During his career, Mr. Goodmaster has acquired extensive expertise developing and applying a variety of methods and techniques to archeological survey, evaluation, and mitigation efforts, including geophysical remote sensing, photogrammetry, and LiDAR. He has extensive experience conducting inventory surveys, NRHP testing and evaluations, and data recovery



excavations across the Lower Mississippi River Valley, Ozark Mountains, Ouachita Mountains, and Arkansas River Valley regions for projects requiring compliance with NHPA Section 106. Christopher will be responsible for developing survey methods and protocols in coordination with the PM/PI Kevin Stone that meet the archeological standards for performing work within Arkansas and will supervise the cultural resources survey and reporting components of this project. Mr. Goodmaster has experience working directly with the Ozark National Forest heritage resources staff through a variety of cultural resources inventory surveys and NRHP evaluations conducted for the proposed Pine Mountain Lake project in Crawford County, Arkansas. He has additional relevant experience through data recovery excavation and extensive archeological and geomorphological laboratory analysis of sites 3PO608 and 3PO610 conducted for the Arkansas Highways and Transportation Department (AHTD) during the Gilmore / Tyronza Mitigation Project for the expansion of former U.S. Highway (US) 63 in Poinsett County, and at site 34SQ76 conducted for the Oklahoma Department of Transportation (ODOT) in Sequoyah County, Oklahoma.

Project Archeologist - Name: Alexandra Younger; **Education:** Master of Science - 2019 - University of North Texas - Geography; Bachelor of Arts - 2011 - Appalachian State University - Anthropology; **Certifications:** RPA (2019 - Present); SOI-Qualified in Archeology; **Years with IES:** 3.



Ms. Younger is an SOI-qualified archeologist with 6 years of experience within the CRM and academic sectors, which includes project experience across Arkansas, Oklahoma, and Texas. During her career, she has acquired extensive expertise in the development of archeological research designs and scopes of work, coordination and supervision of field personnel, coordination with subconsultants, logistics, quality control and management of field data, and coordination with project stakeholders. Ms. Younger has conducted cultural resources inventory surveys, NRHP site evaluations, data recovery excavations, artifact and data analysis, and report preparation for a variety of federal and state agencies, local governments, and corporate clients. In addition, she has honed skills in GIS for geospatial mapping and analysis of archeological sites and cultural landscapes. She is also adept at developing historic contexts and public education and outreach programs. Ms. Younger has extensive experience across the Ozark Mountains, Ouachita Mountains, and Arkansas River Valley regions for projects requiring compliance with NHPA Section 106. She has previous experience in Arkansas through data recovery excavation of sites 3BE714 and 3BE906 conducted for the AHTD because of the construction of the Springdale Northern Bypass (Arkansas State Highway [SH] 612) in Benton County. Ms. Younger has additional relevant experience through a variety of cultural resources inventory surveys and NRHP evaluations conducted for the U.S. Army at Camp Joseph T. Robinson in Pulaski County and the Forest Service in the Ouachita National Forest. She holds extensive previous experience conducting data recovery excavation for the Texas Department of Transportation (TxDOT) and ODOT.



Supporting Staff

Architectural Historian & Archivist - **Name:** Daniel Norwid; **Education:** Master of Preservation Studies - 2021 - Tulane University; Bachelor of Arts - 2019 - University of Texas at Austin - History; **Certifications:** SOI-Qualified Architectural Historian; **Years with IES:** 2.



Mr. Norwid is an SOI-qualified architectural historian with three years of experience within CRM, public sector, and academia. His professional experience includes conducting deed title and archival and genealogical research, historic building assessments, NRHP evaluations/nominations, and historic context development for project requiring NHPA Section 106 compliance. Mr. Norwid has project experience across Texas and has completed projects ranging from historic context development for the Dallas Floodway Extension – Lamar Levee to NRHP evaluations of vernacular and high-style resources for private developments, as well as the restoration of NRHP-eligible Works Progress Administration (WPA)-era park features. Additional experience in his career includes his service with multiple

preservation-planning agencies including the Houston Planning and Development Department to revitalize the Houston Freedmen’s District and Nashville Sites of the Nashville Metropolitan Historical Commission to contextualize Broadway Street’s history. In working with these agencies, Mr. Norwid has drafted historic site tours and grant proposals, utilized metadata, and surveyed architecturally and historically significant buildings. He has designed and presented flood mitigation plans for the Dew Drop Jazz Hall in Mandeville, Louisiana, and has produced conditions assessments among various New Orleans properties including St. Joseph’s Cemetery and Benjamin Henry Latrobe’s Louisiana State Bank.

Curation and Laboratory Director - **Name:** Anne Gibson; **Education:** Master of Arts - 2010 - The College of William & Mary - Anthropology; Bachelor of Arts - 2007 - Baylor University - Anthropology & Archeology; **Certifications:** Registered Professional Archeologist (2015 - Present); **Years with IES:** 7.



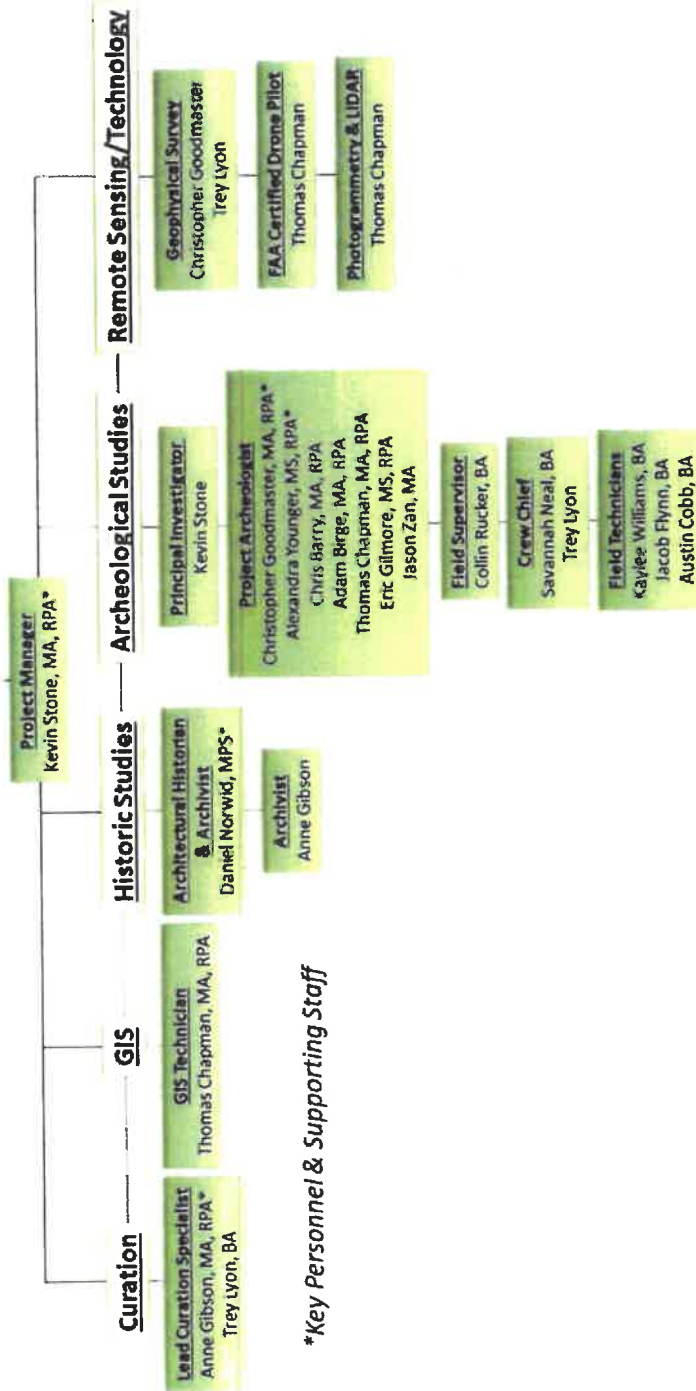
Ms. Gibson is a professional archeologist with 14 years of experience. Since 2015, she has conducted background research, developed project-specific field methodologies in compliance with NHPA Section 106, managed and participated in field investigations, drafted technical reports in each sector of cultural resources management, and evaluated historic archaeological and above-ground resources for NRHP eligibility. She has held the position as IES’s lead project curator and laboratory director since 2015, with the responsibilities of collecting, organizing, inventorying, processing, and submitting project-related artifacts and records to curation facilities. When artifacts are collected during a project, she cleans, analyzes, catalogues, and labels them to maintain meticulous project records, ensuring an easy compliance

process experience for clients. She curates each project’s materials to the specified procedures of a state certified curation facility selected for curation at project initiation. Ms. Gibson will be responsible for completing all project curation, data management, and storage in accordance with federal and state regulations.



integrated environmental solutions

Organizational Chart



**Key Personnel & Supporting Staff*



Staffing Approach & Succession Plan

The IES team has an extensive depth of experience, with many members having overlapping areas of expertise. As a firm, we are highly adaptable, responsive, and can efficiently tailor an approach to meet the specific needs of a client. The Project Manager and Principal Investigator as well as other key personnel make themselves available to clients seven days a week. They routinely develop strong working relationships with our client's technical managers through robust partnering efforts. The geographic distribution of offices and staff allows our team to deploy quickly to project sites or return to off-load data and problem solve with the PM, PI, and other key personnel. Having such depth provides coverage during any occasion or unforeseen event. For example, if the PM or PI are on vacation or unavailable, we have other technical experts capable of temporarily fulfilling responsibilities until the project lead returns. Our firm also has recruiting and staffing expertise as the need arises. We have worked closely with several professional recruiting and staffing firms to locate highly qualified professionals and field crew members to quickly fill positions to meet our client needs. Having the ability to mobilize consultants quickly ensures that professionals with years of experience and vast networks provide the top-notch services our clients need, while allowing the PM and PI to build high-quality relationships through superior work products for our clients. For example, we are currently managing multiple temporary contract and part-time archeologists for projects in Arkansas, Texas, Oklahoma, and Mississippi.

CAPACITY TO PERFORM

Our normal project load is comprised of multiple small to medium-sized projects that usually last no more than 30 to 60 days from notice-to-proceed (NTP) to final deliverable, which over the past five years has allowed IES to complete more than 500 cultural resource projects requiring varying levels of resource documentation, methodologies, detailed project management, agency coordination, and compressed project timing. While we do have longer-term projects, those generally span six months to one year depending upon regulatory interactions and project phases, and work is typically performed during shorter multi-week sessions to meet project milestones. IES boasts over 450 federal, state, and private industry clients, many of which have had client, project, or agency specifications that require IES to tailor our fieldwork, reporting, and/or approach to meet specific project goals. This has led to IES having one of the highest volumes of Section 106 submittals in Texas.

Our staff's experience in Arkansas is extensive and has resulted in survey and site recording experience in the Ouachita Mountains, Lower Mississippi River Valley, Ozark Mountains, and Arkansas River Valley regions including the Ouachita National Forest, Ozark-St. Francis National Forest, and Camp Joseph T. Robinson. Our work in Oklahoma has dramatically expanded during recent years due to multiple ODOT Indefinite Delivery Indefinite Quantity (IDIQ) contracts and several oil and gas pipeline projects. Our most recent task order issued by ODOT resulted in data recovery of a Woodland period hamlet in Sequoyah County across the state boundary from the Ozark-St. Francis National Forest. The geographic range of our experience is shown in **Figure 1**.

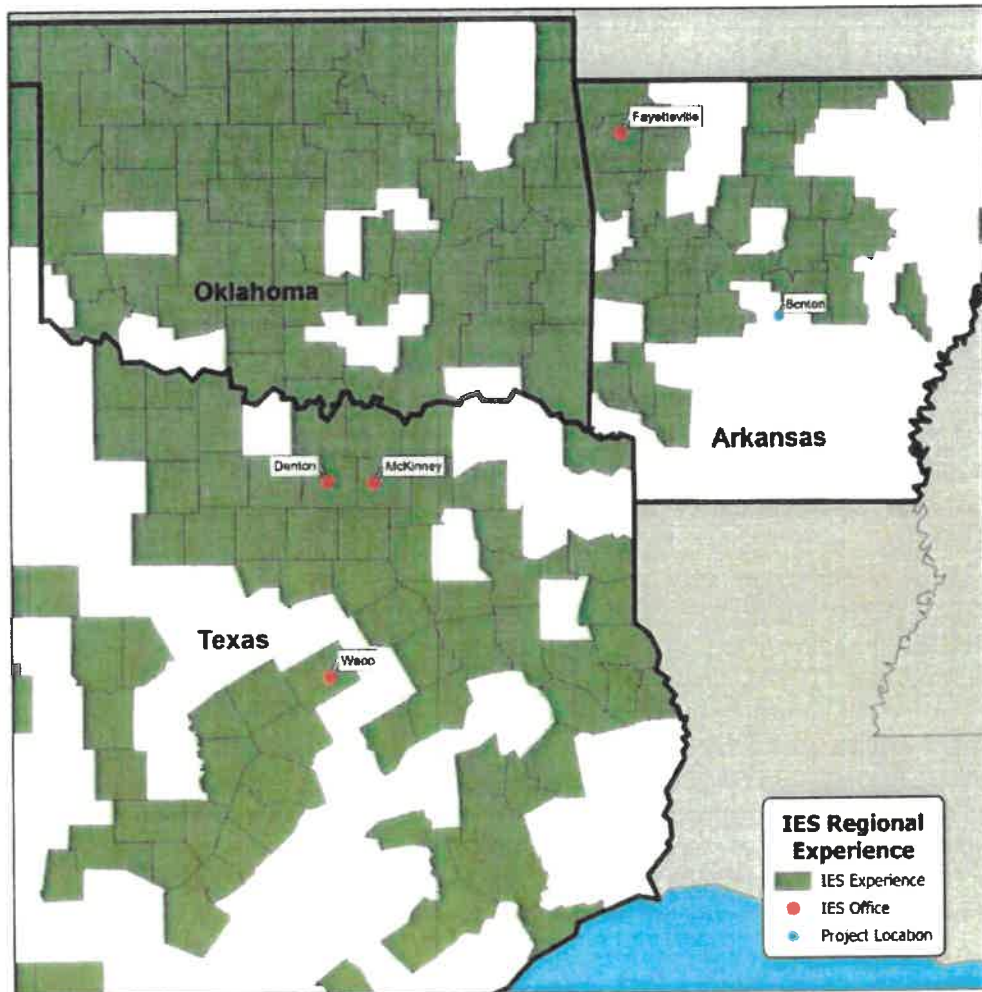


Figure 1: Representative IES Experience in Arkansas, Oklahoma, and Texas

Recent Arkansas Experience

Our staff's experience with Arkansas is extensive and includes the following projects:

On 04 April 2023, IES was awarded a contract to perform cultural resources survey for 615 acres (ac) in the Cold Springs Ranger District, Ouachita National Forest, Logan and Scott Counties, Arkansas, under Order No. 12444223P0044.

On 18 May 2022, IES was awarded a contract to perform cultural resources survey in support of prescribed fire work in the Homochitto Ranger District, Mississippi under BPA Call No. 12444222A0020. The project scope of work is limited to fieldwork, including survey of 178.62 ac, the delineation of boundary painting of 34 previously recorded sites, and painting of two sites for avoidance.

On 13 June 2022, IES was awarded a contract to perform cultural resources survey for the Bohannon Creek project in LeFlore County, Oklahoma under BPA Call No. 12444222F0167. The project scope involves the intensive pedestrian survey of 350 ac and the revisit of 9 previously recorded archaeological sites.



On 01 July 2022, IES was awarded a contract to perform cultural resources survey for Right Hand Sugar EMU in Logan and Scott Counties, Arkansas under BPA Call No. 12444222F0201. The project scope involves the intensive survey of 769 ac and the revisit of 23 previously recorded archaeological sites.

On 28 July 2022, IES was awarded a contract to perform cultural resources survey for West Panther Creek Timber Sale in Winston County, Mississippi under BPA Call No. 12444222F0203. The project scope involves the intensive survey of 638 ac and the revisit of 23 previously recorded archaeological sites.

On 05 August 2022, IES was awarded a contract to perform cultural resources survey for Smith Mountain Watershed in Montgomery County, Arkansas under BPA Call No. 12444222F0258. The project scope involves the intensive survey of 1.018 ac and the revisit of 12 previously recorded archaeological sites.

IES can mobilize quickly with sufficient staff to meet our client's most pressing needs even under rapid turnaround conditions. For example, we have mobilized within a one to two-week timeframe to meet compliance demands for DFW, BRA, Customs and Border Protection (CBP), and ODOT, as well as doubling our field staff in approximately one week from NTP to provide cultural resources support for TxDOT, North Texas Municipal Water District (NTMWD), and ODOT. IES holds the in-house capacity to lead multiple field teams and tackle multiple projects simultaneously. The key to this ability is providing open lines of constant communication between our field teams, in-office staff, our client project managers, and on-site personnel to understand fully the specific project needs, and to complete those tasks efficiently to minimize remobilization. We pride ourselves on being a flexible and responsive company capable of allocating appropriate resources as project requirements arise. Toward this end, our environment is based on being nimble and responsive to each client's need in relation to all other projects in process on any given day. Project priority rankings are often shifted daily based on absolute deadlines for deliverable and special circumstances that may arise with certain projects.

Quality Assurance/Quality Control Approach

IES will establish and maintain a quality assurance and quality control (QA/QC) plan throughout the course of the project. Through collaboration with the City, IES will generate a mutual understanding of the survey plan details, including an inspection system, methods for identifying and preventing defects in quality, records retention, government review and evaluation, and field inspections.

Following fieldwork completion, survey data will be verified through an internal QA/QC process. Once complete, the technical reporting process will begin. Once a deliverable has reached the internal draft stage and has completed technical peer review, the deliverable will be provided to the appropriate technical lead for the deliverable (e.g., PI) for review, editing, and comment. Once comments are addressed, the document will be re-submitted to the PI for additional copy editing. After editing, the document will be provided to the PM for final technical review, then the Editor for grammatical review and formatting. The involvement of senior review staff at each stage of a deliverable distributes the responsibility for the timeliness and quality of a product to multiple individuals. The team responsibility approach requires that all team members remain involved and fully aware of the project needs and requirements. No document will be submitted to City or ARAS without this multi-step review procedure. Meeting the QA/QC requirements and including



appropriate project oversight ensures that delivery schedules are maintained, and that deliverables meet or exceed the standards of regulatory review agencies.

The IES QA/QC objectives will be to ensure that all information and data are technically sound, statistically valid, and properly documented. Our staff provide continual QA/QC review across all project phases through on-going data management, technical reviews, and project management, as products are created and milestones are met. As such, the IES QA/QC objectives start with accurate data collection and data review. Data acquisition will integrate ArcGIS Online and ArcGIS Field Maps for digital data field recordation, editing, and reporting. IES has integrated the archeological site forms and data standards into our digital data collection parameters. Predetermined collection parameters will be selected prior to survey to ensure that all necessary survey and site data will be digitally transferred with the correct coordinate projection and datum. All measurements, attributes, and calculations will be stored at the moment of data collection. Recording in this manner safeguards data with minimal loss and error. Collection attributes will be presented as pre-populated data choices, which allows our surveys to progress more rapidly than physical paper methods permit. Specific metadata will be recorded within the GIS attributes with many being automatically calculated the moment a Global Positioning System (GPS) point is collected. These automations have proven to streamline deliverable forms and reports. Digital data loss will be mitigated by frequent synchronization and data transfer to secure ArcGIS cloud-based storage in tandem with local backups on individual field devices.

The combination of these tools allows field personnel, GIS staff, and project management to maintain clear and up-to-date project communication and reliability regardless of the physical distance between staff members. By using digital data collection, IES can reallocate the excessive time normally spent on post-processing field data to more in-depth spatial analysis and reporting tasks. After field data collection, results will be verified to ensure that both locational information and field documentation meet ARAS standards. The QA/QC during and post-fieldwork collection will be achieved through technical reviews provided by SOI-qualified archeologists with the technical expertise to identify any deficiencies in logic, methods, or processes. Once field results have been verified, the technical reporting process will begin for the project deliverables. All field crew members have full working knowledge of all equipment used, so that our team can utilize the technology's functionality to the full extent.

Project scheduling and planning utilizes SmartSheets to allocate resources based on project needs and schedules company wide. This program serves a centralized digital workspace for project information, which has improved our dissemination of information to staff members across multiple office locations. The PM coordinates the schedule development with the project team and client to obtain acceptance from all parties.



SERVICES ROUTINELY PERFORMED

Records Reviews, Due Diligence Assessments, and Desktop Analyses

Literature reviews and desktop analysis are the most routine service IES provides. During this analysis, the resources reviewed may include, but are not limited to, existing cultural resources research, previous survey and site data, as well as historical documents, maps, and aerial photography. By creating a detailed assessment of a project area through a combination of background/literature research, and often GIS probability modeling, our desktop analyses strive to provide the most accurate and comprehensive evaluations of known resources and resource probability. IES spends a significant amount of effort in project planning and development before any field efforts or meetings are undertaken because we want to understand the overall project components and available historical information prior to any field efforts to adequately plan the project schedule of deliverables and cost. For most projects, previous survey data, exiting archeological and historical records, and the detailed research performed during a literature review allows IES to generate an area specific probability model. Any such model will be used during project plan development to tailor the survey to areas that possess higher likelihood of containing cultural resources, which maximizes efficiency and reduces the time needed to complete the survey. This upfront planning reduces the potential for unforeseen conditions in the field that might lengthen project schedules and increase costs. Conducting detailed research is important to IES so that we can appropriately guide and consult our clients and many times avoid the need for more costly surveys that otherwise might have been unnecessarily conducted.

Through early background research we have had proven success of uncovering details that have eliminated the potential for significant project delays and cost modifications further into project timelines, which have included:

- 1) Identifying project construction located within a public land/easement or federally controlled land, which required an archeological survey project to comply with the State and/or NHPA Section 106,
- 2) Identifying that a NRHP-eligible building was proposed for demolition and the administering federal agency and state agency had not been consulted during early project planning,
- 3) Identifying that proposed construction plans called for the construction of an elementary school access road over an unmarked and neglected family cemetery, and
- 4) Identifying and understanding federal and state agencies easements and encumbrances on property to begin early coordination with agencies for approvals, such as the USACE under Section 408 Request.



Cultural Resource Surveys

Often there are known cultural resources or moderate to high probability areas within a project area that require survey. Although surveys can be time consuming and costly depending on the project specifications, the detailed research performed during the records review and background research allows us to learn as much as we can about a site and tailor our survey so that we can maximize our efficiency and reduce the time needed to complete the survey. No matter the setting, complexity, or methods required, IES has the expertise, experience, and equipment to allow our staff to routinely sample, assess, and evaluate a project footprint and any encountered resources. Our extensive project experience, combined within an extreme familiarity with the ARAS survey standards, allows our team to confidently ensure that each project has a comprehensive survey strategy that is specifically tailored to the project, budget, and timeline, as well as meeting acceptable levels of effort to locate historic properties.



Examples of Archeological Survey Methods

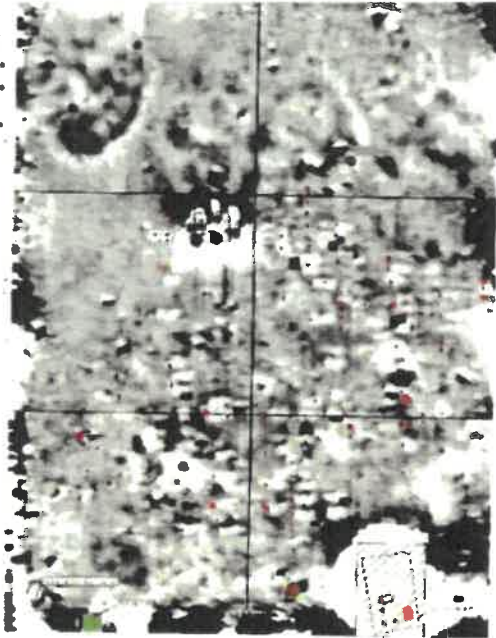
If a cultural resource is encountered during a survey, our staff have the cumulative professional experience from work performed in all types of geographic, physiographic, topographic, vegetation, soils, and climatic conditions to successfully locate and define both the horizontal and vertical extents of the archeological site, conduct detailed architectural and cultural landscape assessments, and then, when adequate data are present, evaluate the cultural resource for NRHP eligibility. No matter the resource evaluated during a project, the assessment of significance of a cultural resource is based on state and federal guidelines and regulations. The four criteria (A, B, C, and D) for evaluating resources for inclusion in the NRHP are codified under the authority of the NHPA, as amended (36 Code of Federal Regulations [CFR] 60.4 [a-d]), and the Advisory Council on Historic Preservation (ACHP) has set forth guidelines to use in determining site eligibility.

Geophysical Survey

IES staff includes archeologists with extensive experience in applying geophysical survey techniques to cultural resource contexts. Many human activities, regardless of scale or scope, often result in subtle changes to the shallow subsurface that persist for long periods. Geophysical survey in archeological contexts entails measuring soil physical properties to detect buried archeological features. Although these changes may be subtle, the improved sensitivity of modern geophysical instruments, coupled with high-density survey sampling, allow the potential to detect subtle subsurface features and activity areas. When properly used by a trained and experienced specialist, geophysical survey methods allow a means of delineating and avoiding potentially sensitive areas



associated with a variety of archeological and historic-age cultural resource sites, while drastically reducing the need for time-consuming and expensive exploratory excavation.



Magnetometer Geophysical Results

As a benefit to the City, IES has purchased a magnetometer and an electromagnetic induction meter that are permanently stored at the IES Denton office. By having this highly specialized equipment in-house, we have decreased the time required to mobilize and have increased overall workflow efficiencies. In addition, IES has developed a unique geophysical data processing and integration procedure for visualizing geophysical survey data in GIS platforms. IES geospatial specialists have structured an automated workflow to allow the post-processing, classification, and reporting of geophysical survey data with minimal user input. This workflow has significantly reduced the effort necessary to convert geophysical survey data into GIS data deliverables. Using a suite of customized GIS tools and workflows, geophysical survey data are converted into georeferenced raster datasets. Additional automated data processing produces shapefiles of geophysical anomalies using user-

specified classification schemes to identify the precise locations of potential archeological features. The datasets produced through this workflow are compatible with standard geospatial programs such as ArcMap, QGIS, and Google Earth. The combination of company-owned equipment and our unique data processing and integration procedures provide a true benefit and cost savings.

Archeological Backhoe Trenching and Mechanical Scraping

On occasion, larger machinery is required to confidently identify, delineate, document, and/or evaluate a particular archeological resource. The two most common scenarios in which machinery is needed are for trenching assessments of deeply buried archeological sites and mechanical scraping delineations of historic cemeteries. Often, a backhoe is the preferred machine to successfully accomplish evaluations for both scenarios. In addition to the archeological expertise needed to perform this work, IES has direct access to highly skilled equipment operators and mechanical excavation equipment through its



Grave Shaft Exposed During Mechanical Scraping



Land Management Division. IES's land management staff regularly assist cultural resources staff members on a wide range of projects to provide the expertise needed to ensure that archeological investigations are conducted effectively and efficiently, all while complying with approved archeological methods and in a manner that will not cause unnecessary damage to archeological resources. Most recently, our comprehensive consulting abilities were critical to the success of the mechanical stripping and archeological monitoring at the Jewett Site (34GD81) and Fears Site (34SQ76) for ODOT road expansion and bridge replacement projects. Our firm's ability to design a plan, transport equipment, and implement large-scale mechanical scraping within multiple NRHP-listed sites were instrumental in the project success and a benefit to ODOT. This is a unique combination of skillsets, as most consulting firms subcontract this project component. By having both the archeologists and machine operators on IES permanent staff, we are able to more efficiently coordinate these services, which allow for quicker response time, a streamlined execution of the work, and a reduction in cost.

Unmanned Aerial Vehicle (UAV/Drone) Operator and Photogrammetry



Section 106 Mitigation Drone Photography

IES offers our clientele UAV/Drone services and has a FAA certified drone pilot on staff with an eye for the technical aspects of natural and cultural resources. Customizable drones provide a highly flexible platform through which projects can be assessed, recorded, and monitored. FAA certified pilots acquire data quickly, accurately, and remotely to improve safety and efficiency while maximizing yield. A

combination of the ability to fly safely at a lower altitude, flexibility, and maneuverability means that inspections and monitoring can be conducted in areas which can be difficult or hazardous to access by other methods and allows for greater coverage than conventional approaches. As data acquisition is monitored in real-time, more detailed inspections can be carried out, as needed. Our drones are equipped with the latest camera technology, offering 4k Ultra High-Definition and wide-angle lenses to capture the highest quality video and photos possible. In-house data analysis and processing can provide natural color orthomosaic aerial photography and project site Digital Elevation Models (DEM). IES has the ability to quickly mobilize to a given location and conduct a preliminary survey using real-time drone aerial photography. IES also has the capabilities and experience using photogrammetric image acquisition and processing, which until recently required a considerable investment in hardware, software, expertise and time, is now possible at a fraction of its former cost. The advent of more affordable photogrammetric software over the last few years, in particular the use of Structure from Motion (SfM) techniques, has seen an explosion in its use in historic preservation and documentation.



State and Federal Agency Coordination

IES is familiar and has a working relationship with many of the state and federal agencies that must be coordinated with for various projects. IES routinely coordinates with the SHPO for city, county, and other state agency or political subdivision related projects requiring cultural resources compliance. To facilitate a streamlined review, IES maintains regular communication with the SHPO and any other involved agency. As needed, IES attends and/or hosts project meetings and conference calls to ensure that all parties are on the same page and to help reduce delays. While IES strives to do everything possible to help expedite the review process, the SHPO has mandated coordination timeframes that cannot be expedited except for the direst of circumstances.

In addition to the typical resources and agency coordination, IES also has in depth experience handling more complex resources and interagency coordination, which include: (1) early planning-level cultural resources desktop reviews and analyses ranging from individual project areas of less than 1 acre (ac) to an Integrated Cultural Resources Management Plan (ICRMP) for an entire military installation, (2) Phase I reconnaissance surveys in an urban setting to intensive



Interpretive Signage for Section 106 Mitigation

pedestrian surveys for a planned multi-year development covering more than 2,000 ac, (3) archeological monitoring for projects ranging from the installation of irrigation lines within a multi-component prehistoric village to monitoring of foundation repairs of an NRHP-listed, late nineteenth century dog-trot house, (4) architectural surveys to evaluate potential indirect visual effects for a proposed development within a historical neighborhood and to document and evaluate NRHP-eligible buildings, (5) Phase II archeological testing for NRHP eligibility evaluations for sites including Archaic campsites, Late Prehistoric villages, and early twentieth century farmsteads, (6) Phase III archeological data recovery excavations at sites ranging from Early Archaic campsite to a Late Caddo village, (7) Phase III mitigation for architectural resources, (8) historic contexts for small historic neighborhoods and an entire valley within the southern Ozark Mountains, (9) Historic American Buildings Survey (HABS) equivalent photographic documentation, interpretive signage, and educational brochure, (10) archeological damage assessment per National Parks Service (NPS) standards, and (11) creative mitigation (e.g., interpretive signage, regional synthesis, and historic contexts).

PROJECT REGULATORY FRAMEWORK

National Historic Preservation Act Section 106

The NHPA (54 U.S. Code [USC] §306101), specifically Section 106 (54 USC §306108), requires the SHPO, represented by the Arkansas Archeological Survey (AAS), to administer and coordinate



historic preservation activities, and to review and comment on all actions licensed by the federal government that will have an effect on properties listed in the NRHP, or eligibility for such listing. Per 36 CFR 800, the federal agency responsible for overseeing the action must make a reasonable and good faith effort to identify cultural resources. Federal actions include, but are not limited to, construction, rehabilitation, repair projects, demolition, licenses, permits, loans, loan guarantees, grants, and federal property transfers. As the project will utilize funds administered by FEMA, the project will be subject to Section 106 requirements.

TECHNICAL APPROACH

Our overall project management approach begins with open and accessible lines of communication with the City and any project engineers, contractors, or other key stakeholders, and ends with quality deliverables and satisfied clients. Toward that end, IES will employ the following technical approach.

Task 1: Background and Literature Review

Immediately following project award, IES will complete a thorough background and literature review using records reviews and desktop analysis procedures to understand and anticipate the type and frequency of cultural resources and areas of higher concern prior to conducting any field efforts. During this analysis, the resources reviewed may include, but are not limited to, existing cultural resources research, previous survey and site data, historical documents, maps, and aerial photography. Resources referenced will include, but are not limited to: U.S. Geological Survey (USGS) topographic maps, General Land Office Maps, the USDA soil survey reports, the USDA Natural Resources Conservation Service (NRCS) digital soil database, National Archives and Records Administration's 1940 and 1950 Census Enumeration District Maps, Sanborn Fire Insurance Maps, as well as various online historical maps and aerial photography. Previous survey data and site data from the Automated Management of Archeological Site Data in Arkansas (AMASDA) for the project area has already been obtained by IES during this proposal effort and will be used during the literature review to identify previously recorded archeological sites, cemeteries, NRHP properties/districts, and other known cultural resources.

Task 2: Cultural Resources Inventory and Resource Evaluation

Pedestrian Survey

The archeological survey will be comprised of a visual pedestrian survey supplemented by an intensive subsurface survey via shovel testing. Per ARAS standards, the systematic transect survey strategy will utilize systematic transect and shovel test interval scheme that will be tailored to the project's topography, but will generally include the use of 20 m wide transects conducted across the entire project area. At a minimum of 1 week prior to survey, IES will communicate with the City to confirm the upcoming field schedule, assess current field conditions/constraints, and make any necessary adjustments to the project plan.

The focus of the transect survey will be to carefully examine the ground surface and existing subsurface exposures (cutbanks, rodent mounds, tree tip-ups, root balls, gullies) will be conducted to assess for evidence of archeological sites and above-ground resources within the project area. If an above-ground historic-age resource 50 years in age or older is encountered during the pedestrian survey, the resource will be visited to observe and briefly document location, type, age, material, and integrity, which will be primarily through photographs, measurements, and field



notes. The existing conditions and architectural elements of each resource will be evaluated for NRHP eligibility and potential adverse effects. Documentation methods for the pedestrian survey will include narrative notes and photographs with Universal Transverse Mercator (UTM) coordinates.

Subsurface Survey

The pedestrian survey will be supplemented by systematic intensive shovel testing that will meet or exceed ARAS standards. Preliminary GIS analysis during this proposal effort estimate that for the approximate 203-ac survey area, a minimum of 2,436 shovel tests will be excavated during transect survey. Shovel tests will be excavated at 20-meter (m) intervals across the project area to a maximum depth of 80 centimeters (cm) or to 20 cm below sterile subsoil, typically the argillic (Bt) subsoil horizon in this area. Each shovel test will be at least 30 cm in diameter and will be hand excavated in natural stratigraphic levels not exceeding 10 cm in thickness. Excavated soil will be screened using ¼-inch hardware cloth to facilitate the recovery of buried cultural material. If clay content is high and cannot be efficiently screened, the excavated soil will be troweled through by hand and inspected for cultural deposits. Additionally, the physical properties of each arbitrary level will be recorded. All test locations will be recorded on paper and plotted using handheld Global Positioning System (GPS) units. Investigators will document the results of each test on standardized shovel test forms.

Site Delineation and Recording

At minimum, a newly encountered archeological site will be 50 years in age or older and defined as three or more artifacts within a 5-m radius. In general, archeological sites will be evaluated through both surface observations and shovel tests to assess the horizontal extent, characterize the depth and artifact content of archeological deposits, and assess site integrity. For newly and previously recorded sites, the site will be delineated using shovel tests excavated at 5 to 10-m intervals in cardinal directions until two consecutive negative shovel tests are achieved. Negative excavations, the distribution of surficial artifacts/features, distinct topographic features, and/or private property limits will delimit the site boundary. To the fullest extent possible, each site boundary will be physically walked and recorded using a GPS unit with sub-meter accuracy.

All site data (e.g., site datum, testing units, features, boundaries, photograph locations) will be recorded using a submeter GPS utilizing the UTM coordinate system and the North American Datum 1983 (NAD 83) map datum. Data gathered at a particular site will depend on the site size, complexity, and cultural affiliation. All newly documented sites will be assigned a temporary field number and recorded using the Arkansas state site form. At minimum, four photographs with scale will be taken in cardinal directions from the site datum, in addition to any cultural features observed at the site. Site maps will be generated through a combination of GPS data and digitized details from scaled in-field sketch maps. Site and project maps will be generated with ESRI ArcGIS 10.8 software. All prehistoric sites will be documented in metric units, while historic-period sites will include imperial measurements.

Resource Evaluation

The significance assessment of a cultural resource is based on federal regulations and guidelines. The regulatory criteria for evaluating resources for inclusion in the National Register are codified under the authority of the NHPA as amended (36 CFR 60.4 [a-d]), and the ACHP has also set forth guidelines to use in determining site eligibility. Federal regulations indicate that “[t]he term



‘eligible for inclusion in the National Register’ includes both properties formally determined as such by the Secretary of the Interior and all other properties that meet National Register listing criteria” (36 CFR 800.2[e]). Based on ACHP guidelines, any cultural resource that is included in or eligible for inclusion in the NRHP is a historic property.

After the identification of relevant historical themes and related research questions, four criteria for eligibility are applied. The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling, and association and:

- Criterion A: that are associated with events that have made a significant contribution to the broad patterns of our history; or
- Criterion B: that are associated with the lives of persons significant in our past; or
- Criterion C: that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- Criterion D: that have yielded, or may be likely to yield, information important in prehistory or history. [36 CFR 60.4(a–d)]

The principal objective is to determine whether a cultural resource possesses the potential to contribute to one or more of the above-defined criteria. Adequate information regarding site function, context, and chronological placement from both archeological and, if appropriate, historical perspectives is essential for cultural resources investigations. As research questions vary because of geography, temporal period, and project design, determination of site context and chronological placement of cultural resources is a particularly important objective during the inventory and evaluation processes. Criteria A, B, and C typically reflect association with historic-age resources, rarely with prehistoric sites. Criterion D is generally associated with prehistoric, but also historic-age, archeological sites. The objective of the current project was to locate and define both the horizontal and vertical extents of any cultural resources, document and describe those resources, and then, when adequate data were present, evaluate each for NRHP eligibility.

If any potentially significant cultural resources are encountered, the City will be contacted prior to field crew mobilization. This will provide an opportunity for the PI to coordinate pertinent questions with the City and direct further data collection by field crews, as necessary. This collaborative approach helps ensure sufficient data collection is obtained during a mobilization.

Artifact Collection

A representative sample of artifacts encountered in subsurface contexts will be collected. Sites containing surface artifacts will be subjected to a systematic surface collection that will be tailored to the site size, type, and cultural affiliation. Collected artifacts will be placed in 4-mil polyethylene bags and labeled with site number, collection date, specimen number, UTM coordinates, collector, and artifact type. Collected artifacts will be temporarily stored at the IES archeological laboratory for further analysis and documentation prior to curation submittal.



Data Management and Streamlining

IES employs a fully functional and streamlined data collection and management process utilizing ArcGIS Online. Our technology-driven methodology not only achieves our QA/QC goals but will be vital to ensure project deliverable deadlines are met. As data are collected in the field, it will be uploaded to the cloud-based server for instantaneous review by the PM/PI. This allows senior staff to oversee the collection of data in real time to provide direct and efficient assistance to field crews during transect survey and site delineations. This manner of data management streamlines field surveys, prevents unnecessary remobilizations, and ensures data quality. By receiving and reviewing data in real time, IES staff responsible for technical report components can efficiently complete tasks prior to the completion of field work.

Task 3: Technical Report

The survey results will be provided in a draft technical report that meets the standards and guidelines per the Society of American Archaeology (SAA), the 1906 Antiquities Act, the Archaeological Resource Protection Act of 1979 (ARPA), and the ARAS.

The draft report will include an introductory chapter that identifies the proposed project location, defines the horizontal and vertical extents of the proposed area of potential effect, and summarizes the regulatory framework for the investigation. Chapters discussing the environmental and cultural contexts of the project area, including previous archeological surveys in the vicinity and the resources previously documented by those efforts, will provide necessary and relevant background information. A chapter summarizing the survey's methodological approach and theoretical orientation, including field survey and resource recording and evaluation methods and standards, will be provided, as necessary. A chapter explaining the survey results, including field observations, soils stratigraphic descriptions encountered within the project area, and identified resources descriptions, will contain all pertinent data recorded during the survey (e.g., locations and results of excavation units, types and numbers of artifacts encountered within each context, and locations and contents of surface artifact concentrations). Artifact data will be provided in tabular format organized by context and artifact type. Supporting maps, illustrations, and photographs will be provided. A final chapter will provide the NRHP eligibility recommendations of all resources documented during the survey with explicit reference to aspects of integrity and relevant evaluation criteria as per 36 CFR 800 and will include recommendations for further work or no further work with appropriate justifications for each documented resource.

Upon acceptance of the report by ARAs, 10 bound hard copies and a digital report copy of the final report will be provided to the City.

Task 4: Project Curation

After final report concurrence, project-related records and collected artifacts, if any, will be submitted to the ARAS. All records and artifacts will be prepared in accordance with 36 CFR 79 and ARAS curation standards. Records collected for curation will include administrative forms, field notes, field forms, and site forms. All records will be printed on acid-free paper. When necessary, records containing handwritten notes, such as field forms, will be placed into archival quality print sleeves. In addition, all photographs included in the final report will be catalogued, printed on photographic paper, and inserted into archival quality print sleeves. Printed records will be organized and stored in labeled folders. Digital copies of all curated records and field notes will be copied onto a USB flash drive that will be included in the draft and final report submissions.



All collected artifacts will undergo further analysis and documentation at the IES archeological laboratory. All collected artifacts will be identified and catalogued by site, provenience, artifact type, and artifact class. Each artifact or group of similar artifacts from the same provenience will be assigned a lot and catalogue number, determined in coordination with ARAS. The catalogue number will be used in the official inventory submitted with the curation package, and on acid-free paper tags within each artifact bag, and on labels on each artifact. Handwritten labels on each artifact will be applied using a base coat and top layer of Acryloid B-72. Permanent, archival quality ink will be used for the artifact labels. Each artifact will be placed in a 4-mm closable polyethylene bag. For large or fragile objects, IES curators will contact the ARAS for further instruction on handling of the artifacts and any necessary preparation for shipping. All artifacts will be permanently curated at ARAS.

REFERENCES

PROJECT REFERENCE 1

Project Name: AE Services for Dallas Floodway Extension (DFE) – Lamar Levee	Project Location: Dallas, Texas
Contract Number: W912HY-19-D-0008	Was the project terminated early or were cure/ show-cause letters issued: No
Task Order Number: W9126G21F0385	
Contract Type: Time and Materials NTE	Percentage of work billed to date by Offeror: 100%
Offeror's Role: Subconsultant	Percentage of total value of contract performed by the Offeror: 98%
Date of Award: 9/29/2021	
Initial Award Amount: \$314,946	Original Completion Date: 1/18/2027
Final Contract Amount: \$664,581	Actual Completion Date: Ongoing
Amount added by modification(s): \$349,635	Percentage the project is physically complete to date: 75%
Explanation (reason) of any cost growth: Scope of work expanded by USACE	Explanation of any late finish or time extensions: N/A

Multiple interim schedule milestones/payment milestones? Yes

General Project Narrative:

IES was contracted to perform the archaeological survey, monitoring, Phase II archaeological testing, and historic context development in support of the USACE – Fort Worth District's intent to construct a 3.03-mile-long (185 acre) earthen levee and floodwall, south of the Dallas Floodway along the Trinity River in Dallas, Texas. The multi-phase scope of work progressing from Phase I survey to Phase II testing is similar in scope to the scope of this RFP.

Performance Issues Encountered:

Due to the generally unused and hidden nature of the project area situated between the Trinity River and an industrial corridor within the urban center of Dallas, many homeless camps were located within the project area at initiation. In addition, loitering individuals were commonplace at many points of access. As such, IES implemented a safety protocol prohibiting individuals from conducting work alone and establishing a clear chain of communication if a potentially threatening situation arose. Field work was conducted in both summer and winter months, which each brought varying sets of climatic issues, which required planning to mitigate. To complete both the Phase I survey and Phase II testing, backhoe trenching was required to



assess for deeply buried archaeological deposits. IES coordinated with the Prime's health and safety representatives to ensure that all trenching was performed in a safe manner while utilizing extensive benching and limiting trench access based on field conditions. Due to the frequency and size of fill and a sprawling historic-age archaeological dump within the project area, many of the trenches were excavated within sediment that did not meet any soil class. Subsequently, access to trenches were restricted to ensure safety. Due to the potential of contaminated soil and hazardous gases associated with a historic-age dump, a strategy to minimize contact with materials and to monitor for the presence of harmful gasses was implemented while trenching in this location. Our intimate knowledge and the implications of the Section 405(a) of the 2010 Supplemental Disaster Relief and Summer Jobs Act (Public Law [PL] 111-212 allowed for effective and efficient communication with the USACE and SHPO on how certain aspects of the project could not be evaluated for effect under the NHPA.

Regulatory Involvement:

The USACE Fort Worth District is the lead federal agency. The project will be owned and operated by the City of Dallas. The USACE was responsible for reviewing the work performed and verifying it met the agency's obligations under NHPA Section 106. The City of Dallas was a landowner and work performed must conform to City requirements.

Applicable Scope:

Tasks performed during the DFE Lamar Levee project are applicable to the following specific elements from the scope of this RFP:

- Prepared a detailed work plan used to coordinate with the USACE and SHPO prior to field work
- Conducted regular meetings with design team, USACE, and SHPO to discuss progress and develop strategies to further streamline project components.
- Performed Phase I archaeological survey to evaluation and record sites in accordance with NHPA Section 106, 36CFR800, and other relevant laws, regulations, standards, and guidelines, which included intensive subsurface sampling.
- Used the existing archaeological record, geologic setting, alluvial patterns to tailor the survey and target high probability areas.
- Performed a complete recording and make NRHP eligibility recommendations for all recorded sites
- Utilized an in-field analysis and artifact documentation to minimize collections.
- Received USACE and SHPO approval for the Phase I survey and Historic Context describing the results of the investigations and make any relevant recommendations to comply with state and federal laws.

Major Project Accomplishments:

- Through coordination with the USACE, SHPO, and project engineers, IES developed multi-staged approach for the archaeological survey. This approach allowed the survey to be covered under a single Texas Antiquities Permit (TAP) and facilitated keeping the geotechnical survey on schedule and prior to the completion of the overall archaeological survey, which was a mission critical component for an early design milestone.
- Effectively conducted NRHP evaluations of 10 archaeological sites.
- Completed field work for Phase II testing of a historic-age archaeological site with significant health and safety concerns. while maintain crew safety and obtaining necessary archaeological data.
- IES received SHPO approval of the Phase I survey interim and draft final reports under single review and comment periods.

Client Contact

Name: Justin LevTov
Email: JLevTov@rcgoodwin.com
Telephone: 301.694.0428 ext. 214



PROJECT REFERENCE 2

Project Name: Caddo Lake Wildlife Management Area Project	Project Location: Marion County, Texas
Contract Number: CA-0002867	Was the project terminated early or were cure/show-cause letters issued: No
Task Order Number: N/A	Percentage of work billed to date by Offeror: 100%
Contract Type: Firm Fixed	Percentage of total value of contract performed by the Offeror: 100%
Offeror's Role: Prime	
Date of Award: 3/3/2023	
Initial Award Amount: \$22,995	Original Completion Date: Ongoing
Final Contract Amount: N/A	Actual Completion Date: 6/3/2023
Amount added by modification(s): N/A	Percentage the project is physically complete to date: 85%
Explanation (reason) of any cost growth: N/A	Explanation of any late finish or time extensions: Timelines were adjusted through coordination with TPWD after project award
Multiple interim schedule milestones/payment milestones? No	

General Project Narrative:

The Caddo Lake Wildlife Management Area (CLWMA) Project encompassed 191 acres of Texas Parks and Wildlife Department (TPWD) owned land located along Big Cypress Bayou in Marion County, Texas. The TPWD intends to perform various land management related improvements to the project area including mulching, construction of fire lines, and timber harvesting. IES's services consisted of an archaeological survey to inventory the project area for archaeological resources, to accurately delineate any encountered sites, and to sufficiently evaluate each site for listing on the NRHP. The intensive Phase I survey scope of work for this project is similar in scope to the scope of this RFP.

Performance Issues Encountered:

- The project occupied a diverse topographic setting that was highly influenced by fluvial processes over thousands of years. Prior to the formation of Caddo Lake, Big Cypress Bayou was generally located within a generally stable floodplain surface. However, during flood events and as massive log jam developed downstream, Big Cypress Bayou migrated within the floodplain and transformed the floodplain dynamic landscape contain numerous meander belts. IES utilized LiDAR derived hillshade to create a topographic map that was used to individually place shovel test locations withing areas of highest archaeological probability.
- The archaeological site encountered was multi-component and consisted of two vertically stratified cultural horizons, which required close inspection during field work, laboratory analysis, and report production.

Regulatory Involvement:

The lead state agency for this project was the TPWD who was responsible for reviewing the work performed and verifying it met TPWD standards.



Applicable Scope:

Tasks performed during the CLWMA Project are applicable to the following specific elements from the scope of this RFP:

- Prepared a detailed work plan used to coordinate with the TPWD and SHPO prior to field work.
- Conducted regular communication with TPWD to discuss progress.
- Performed Phase I archaeological survey to evaluation and record sites in accordance with NHPA Section 106, and 36CFR800, and other relevant laws, regulations, standards, and guidelines, which included intensive subsurface sampling.
- Used the existing archaeological record, geologic setting, alluvial patterns to tailor the survey and target high probability areas.
- Performed a complete recording and made NRHP eligibility recommendations for a multi-component precontact site spanning from the Woodland to Early Caddo periods.
- Performed detailed documentation and analysis of ancestral Caddo and Caddoan lithics and ceramics, which included lithic debitage, pottery sherds, burned clay, fire-cracked rock, and faunal remains.
- Prepared a professional technical report describing the results of the investigations and make any relevant recommendations to comply with state and federal laws.

Major Project Accomplishments:

- Conducted sufficient site delineation and analysis to determine the archaeological site encountered is of undetermined NRHP eligibility and warrants avoidance until Phase II NRHP eligibility testing can be performed.
- Draft report received TPWD approval under a single review with minimal edits.

Client Contact

Name: Christopher Farrell
Email: christopher.ferrell@tpwd.texas.gov
Telephone: 903.881.8233

PROJECT REFERENCE 3

Project Name: Bois d'Arc Lake Data Recovery Support

Contract Number: N/A

Task Order Number: N/A

Contract Type: Time and Materials

Offeror's Role: Subconsultant (IES)

Date of Award: 10/30/2019

Initial Award Amount: N/A

Final Contract Amount: \$3,608,022

Amount added by modification(s): N/A

Explanation (reason) of any cost growth: N/A

Multiple interim schedule milestones/payment milestones? No

Project Location: City:
Fannin County, Texas

Was the project terminated early or were cure/show-cause letters issued: No

Percentage of work billed to date by Offeror: 100%

Percentage of total value of contract performed by the Offeror: 100%

Original Completion Date: 10/6/2021

Actual Completion Date: 10/6/2021

Percentage the project is physically complete to date: 100%

Explanation of any late finish or time extensions:
N/A



General Project Narrative:

The Bois d'Arc Lake data recovery project was a multi-firm, large-scale mitigation effort of archaeological sites within the proposed Bois d'Arc Lake flood pool elevation and consisted of excavations at six prehistoric sites and two historic cemetery relocations along Bois d'Arc Creek, a Red River tributary in Fannin County, Texas. IES was contracted by AR Consultants, Inc. (ARC), on behalf of the NTMWD, to assist NTMWD in compliance with USACE-Tulsa District and ACT regulations. IES provided archaeological services associated with data recovery excavations and the geophysical surveys. The excavation methods utilized for this project are similar in scope to the scope of this RFP.

Performance Issues Encountered:

- IES provided a team of over 20 archaeologists to assist the project Prime.
- Understanding the time-sensitive nature, IES rapidly allocated staff and resources to mobilize within 2 weeks of project re-mobilization under newly designed health and safety protocol to incorporate Centers for Disease Control (CDC) recommendations for COVID-19 conditions beginning in April 2020.
- The extreme measures to achieve COVID-19 health and safety protocol goals presented numerous challenges to maintain workers' health and safety while maintaining a rapid pace of performance to meet project timelines. Specifically, the need to maintain appropriate social distancing significantly affected the traditional methods used for archaeological excavation.
- Daily coordination between IES and a designated team of burial specialists was required to strategically continue excavations, but also prioritize the excavation of human remains in compliance with the burial treatment plan. This effort intensified during simultaneous mechanical scraping and manual excavations, and the subsequent excavation of hundreds of features across the 7-acre site, which consisted of two large middens and various activity areas. This challenge was mitigated by the clear and open lines of communication established through the project.
- To meet project deadlines, alternative excavation methods were developed and applied, for example, a limited sampling with a 100 percent mapping strategy was applied to post molds. Also, expansive features, covering areas over several square meters, were often sampled in a 1x1 meter area to investigate the extent and material contents that were part of determining further excavation plans, particularly if the contents were culturally-sensitive or potentially generated new knowledge.

Regulatory Involvement:

The lead federal agency for this project was the USACE Tulsa District. The project is owned and operated by the North Texas Municipal Water District.

Applicable Scope:

Tasks performed during the Bois d'Arc Lake project are applicable to the following specific elements from the scope of this RFP:

- IES staff performed multiple method geophysical surveys at five prehistoric archaeological sites deemed eligible for inclusion on the NRHP that require mitigation prior to the loss of the sites due to construction of the reservoir.
- Geophysical survey results served to more accurately define the boundaries of the archaeological sites and identified numerous potential prehistoric cultural features to target during the data recovery excavations of the sites.
- IES assisted with the development and coordination of the research design and work plans, geophysical surveys, and analysis with the project proponents, regulatory agencies (including the USACE and SHPO), Caddo Nation of Oklahoma, and other project specialists.



- Performed controlled manual excavation units in accordance with ACT, NHPA Section 106, and 36CFR800 and other relevant laws, regulations, standards, and guidelines, which included numerous prehistoric feature excavation and documentation.
- Completed controlled manual excavation of more than 122 square meters, which were guided by IES performed geophysical surveys.
- Excavated and documented more than 600 prehistoric features, which included various thermal features, storage and refuse pits, human burials, and post molds.
- Routinely excavated, processed, and recorded Caddoan artifacts and features.
- Conducted regular meetings with the project team, USACE, SHPO, and sub-providers to discuss progress and develop strategies to further streamline project components.

Major Project Accomplishments:

- Through coordination with the USACE, SHPO, and project engineers, IES developed multi-staged approach for the archaeological survey. This approach allowed the survey to be covered under a single Texas Antiquities Permit (TAP) and facilitated keeping the geotechnical survey on schedule and prior to the completion of the overall archaeological survey, which was a mission critical component for an early design milestone.
- Effectively conducted NRHP evaluations of 10 archaeological sites.
- Completed field work for Phase II testing of a historic-age archaeological site with significant health and safety concerns, while maintain crew safety and obtaining necessary archaeological data.
- IES received SHPO approval of the Phase I survey interim and draft final reports under single review and comment periods.

Client Contact

Name: Cody Davis
Email: cody@arc-digs.com
Telephone: 214.368.0478

SPECIAL CONDITIONS & ASSUMPTIONS

This cost proposal is valid if it is executed within 60 days of proposal date.

This scope of services only covers the project area and scope described herein and does not provide for extensions, or expansions. If any changes are made to the project area and scope of services, IES reserves the right to change and resubmit a revised cost proposal.

If a cultural resources site within the project area is determined to be potentially eligible for listing on the NRHP, the resource may require additional assessment (Phase II testing) and coordination to determine official NRHP eligibility. Costs of Phase II testing and Phase III mitigation services are not included as part of this proposal.

This cost proposal assumes that no mechanical excavation will be required to assess for deeply buried archeological sites.

The client is responsible for securing ROE for the pedestrian survey for all portions of the project area prior to IES being given notice-to-proceed (NTP) with fieldwork.



PRICE SHEET

integrated environmental solutions



Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price
Total Bid for A&P Cultural Survey	\$ 190,718.40

Upon signing this form, the applicant acknowledges that all information provided in this RFP is true and will provide documentation requested.

The price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

Integrated Environmental Solutions, LLC

Printed Name of Company

301 West Eldorado Parkway, Suite 101, McKinney, TX 75069

Company Address

(972) 562-7672

Telephone Number

N/A

Fax Number

rschneider@intenvsol.com

E-Mail Address

Rae Lynn Schneider, PMP, President

Printed Name of Authorized Signature

5 September 2023

Date

Authorized Signature

5 September 2023

Date

August 16, 2023

Attn: Bill Eldridge
Chairman of the A/P Commission
Benton Chamber of Commerce
607 North Market Street
Benton, AR 72015

RE: Thomas Property RV Park and Campground Design Proposal

Dear Mr. Eldridge,

McClelland Consulting Engineers, Inc. is pleased to provide this proposal for services associated with the construction of a recreational vehicle park and campground on the Thomas Property in Benton, Arkansas. The project will consist of the creation of recreational vehicle park and necessary utilities, buildings, site amenities, stormwater detention areas, and utility improvements. The scope of this proposal included surveying and design work to create and provide the construction drawings and for the project. Construction drawings will be designed using the site survey performed by MCE. In addition to the construction drawings, civil/site permitting with the authorities having jurisdiction is included within the scope. MCE will provide civil/site permitting with the execution of this contract.

Scope of Services

I. Survey

MCE shall provide a topographic survey for proposed project site to include the Phase I area of approximately 72 acres and the Phase II area of approximately 57 acres. In addition to the topographic survey MCE will also provide survey to FTN for the river modeling work of the project.

Lump Sum Fee \$39,000.00

Design Fees

II. Preliminary Design Drawings

MCE shall prepare and submit the preliminary drawings, reports, and applications to the city and other agencies as required as part of the development and permitting process to obtain preliminary approval and start the permitting and coordination phase. Review comments will be addressed at each interval of the process. The preliminary drawings will be used to assist the city and other consultants with permitting and modeling.

Preliminary Plat Drawings: Construction drawing set to include:

- Cover sheet
- Preliminary Site Plan
- Preliminary Grading and Drainage Plan
- Preliminary Utility Plan

Fee..... \$21,500.00

III. Final Construction Documents

MCE shall prepare and submit the final construction document drawings, reports, and applications to the city and other agencies as required as part of the construction process to obtain final approval. Review comments will be addressed at each interval of the process.

Final Construction Drawings: Construction drawing set to include:

- Cover sheet
- Project Overview and General Notes
- Topographic Survey
- Demolition and Erosion Control Plans
- Site Plans
- Paving Plans
- Grading and Drainage Plans
- Wall Sections and Cross Sections
- Utility Plans
- Utility Profiles
- Architectural Bathhouse Plans
- MEP Engineering Bathhouse Plans
- Structural Bathhouse Plans
- Campground Details
- Campground Electrical Plans
- Site Amenities (Pickleball, Playgrounds, Basketball)
- Miscellaneous Details

Drainage Design and Report: MCE shall complete the drainage design and reporting as prescribed by county code.

Storm Water Pollution Prevention Plan (SWPPP): MCE shall prepare the SWPPP document required for the project and shall coordinate the Notice of Intent and Notice of Termination with the client and the client's contractor.

Technical Specifications: As part of the construction document package provided to the client, MCE shall provide site specifications to the client for contractor use during construction.

Opinion of Probable Cost (OPC): MCE will provide an OPC at the completion of the construction documents, and provide it to the owner.

Fee..... \$255,750.00

IV. Coordination and Permitting

MCE will provide project coordination with the project team, utility service providers, and permitting with the Benton utilities, ADH and ADEQ required to obtain permits necessary for project construction.

Additional Meetings: Site visits and project design team meetings will be conducted and attended by MCE during the design and coordination phases of the project. (Maximum of 4 meetings)

Utility Coordination: Coordination with the Benton Utilities and the Arkansas Department of Health for public utility main extensions. Additionally, MCE will coordinate electric, telecom and natural gas services with the utility providers as needed. Information gathered during coordination will be shared with the project team and reflected within the final utility plan of the construction document set.

Fee \$19,500.00

V. Construction Administration

MCE shall facilitate project communication and maintain project records during the construction administration phase. Tasks associated with the phase may include the following:

- Assist the client with procurement and bidding
- Attend and conduct bid openings
- Issue of bid tabulations
- Conduct Preconstruction meetings
- Review of all related shop drawings
- Review and approval of submittals
- Respond to RFI's

- On site meetings (after construction permit has been obtained) (Maximum of 5 meetings)

Fee \$40,750.00

VI. Construction Observation and Project Close Out

On-site construction observation as requested, or required, by the client, contractor, or county shall be billed at the current hourly rates at the time the service is provided. Inspection is required for all public drainage and utilities, and for all private drainage improvements.

Project close out shall include all items necessary to facilitate construction and to obtain the final Certificate of Occupancy. These items may include the following:

- Conduct field visits during construction
- Public improvements inspection and punch list
- Final Plat
- As-builts
- Engineers' certification of improvements

Fee Hourly
 (MCE recommends a budgetary number of \$39,750.00)

Total Design Fee (excluding Survey, Planning and Hourly phases)\$337,500.00

The above fee is based on a percentage of construction using 7.5% of \$4,500,000.00. Should the estimates increase/decrease the numbers will be adjusted. The fee does not include the construction observation phase or reimbursables required of the project. Reimbursables such as utility locate services, plotting, boards, mileage, review fees, etc. shall be billed as expended. Resubmittal and failed inspection fees will be invoiced to the client as a reimbursable expense.

Total Project Fees (including all phases)\$416,250.00

Responsibility of the Client to provide the following:

- Notice to proceed
- Payment within 30 calendar days of receipt of invoice

Additional Services

In addition to the services described above MCE Consulting Engineers, Inc. is available to provide and/or coordinate additional services when requested and authorized by the owner. All additional services will be performed under separate letter or upon an hourly basis per the attached schedule of charges.

Services Not Included

- Off site utility plans
- Off site street improvement plans such as road widening
- Materials testing
- Traffic studies
- Environmental site assessments
- Environmental impact analysis
- Preparation of covenants of development agreements
- Historical or archeological studies
- Major stormwater drainage plans or relocation i.e. box culverts, large ditches and stormwater conductors
- Wetlands delineation / 404 permitting
- Water distribution report
- Retaining wall design for walls in excess of 4' in height
- Geotechnical Engineering
- Rezoning

Approval Signatures and Authorization to Proceed

This proposal shall become null and void if signatures have not been obtained within fifteen days of proposal date. If approval to proceed with the scope of work is not given after the proposal has been executed, said proposal will become null and void forty-five days after the date of the client's signature.

_____ Title _____ Date _____
 Benton Chamber of Commerce

_____ Title _____ Date _____
 MCE Consulting Engineers, Inc.