



## GUIDELINES FOR REQUESTING A PROPOSAL FOR A PHASE I CULTURAL RESOURCE SURVEY

To provide an accurate work scope and cost, we require certain information about the size and scope of your project. Here are four important questions for you to consider when requesting a proposal for your cultural resource survey. To request a proposal for a Phase I cultural resource survey, please contact us by email at [hartgen@hartgen.com](mailto:hartgen@hartgen.com) or by calling the office nearest you.

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### CERTIFIED WBE /DBE

### Where is the project located?

To provide you with a proposal we need to know where your project is located. By providing the following information, you will enable us to determine the work scope most appropriate for your project area.

- List the state, county, and municipality where your project is located.
- Indicate the boundaries of your project area on a USGS topographic quad sheet.
- If a land survey has been completed for your project, please provide a copy. An electronic version (AutoCAD 2005 or compatible format) of the map is preferred. If available, please include detailed topographic information for your property.

### What is the Area of Potential Effect (APE)?

The APE refers to the portion of a project area that may be subject to ground disturbance as a result of your project. The APE includes building footprints, buried utilities, grading (cut or fill) areas, access roads, parking lots, and construction staging areas.

To ensure that our proposal covers the correct area, please indicate the acreage of the Area of Potential Effect (APE) and delineate the boundaries of the APE on a map of the project area.

The project area and the APE may be identical, although the two often differ. When the two are different, a letter of no effect issued by SHPO for a project applies *only to the APE* and not the full project area.

### Why are you undertaking a cultural resources study?

Different projects are subject to different historic preservation laws.

Projects that require a permit or that receive funding from a federal agency are subject to Section 106 of the National Historic Preservation Act of 1966. Projects that require a permit or that receive funding from a state agency are subject to that state's historic preservation laws. Projects with local oversight may be subject to local ordinances. In most instances, cultural resource reports are reviewed by the State Historic Preservation Office (SHPO).

If your project requires a permit or will receive funding from any state or federal agencies, please provide the names of those agencies. For some clients, there is no legislated need for a cultural resource survey, but they feel strongly about historic preservation. If this is the case, it is helpful to know that your project is not subject to SHPO review.

### **What is your schedule?**

When requesting a proposal, please let us know your desired schedule.

While our schedule is greatly dependent on our current workload, the size of the project, and the time of year, we work diligently with our clients to meet their deadlines. The large size of our staff generally allows us to offer more rapid response times than our competitors.

If ground conditions permit, we continue field work through the winter months. However, if the ground freezes and the soils in a project area cannot be excavated or screened, fieldwork must be postponed.

Upon receipt of the Phase I report, SHPO has 30 days to review and comment. Currently, you should anticipate the full 30 days for review. If SHPO issues a “no effect” determination, no further cultural resource studies are needed. If archeological sites were found, you have the option to avoid them or proceed to a Phase II or Phase III study. The need to conduct additional Phases of study will increase the time and cost of completing a project.