
Request for Proposal

21-936 Addendum 1

Professional Services for

Qualified Archaeologists to assist with the 1921 Tulsa Race
Massacre Investigation

NIGP Commodity Code(s):

961-01 Archaeological Services, Professional

Submit proposals (sealed) to:

City Clerk' Office
175 East 2nd St.
Suite 260
Tulsa, Oklahoma 74103



CITY OF
Tulsa
A New Kind of Energy™

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on Form #6** of the bid package as verification that you have received and are aware of the information contained herein.

CHANGES/QUESTIONS/CLARIFICATION:

QUESTIONS/CLARIFICATION:

Archeological Services RFP Questions and Answers Vendor One

1. The RFP indicates that cost should be given per burial excavation. Should the per burial cost include excavation monitoring, processing and analysis of coffin hardware, reporting (see Question 2), and any reinternment costs or should separate costs be given for those services?
 - a. The per burial cost should be based on the excavation and documentation process. Monitoring and reporting will be largely be completed by the Project Principals with assistance from the Respondent (see additional details below). Processing and analysis of coffin hardware and other burial artifacts will be completed by the Respondent under the supervision of Project Principals, who will also complete the artifact inventory and artifact photography. Respondent will not be responsible for reinternment costs.
2. The RFP states that the consultant shall assist Project Principals with compilation of the report. Can the City provide more information related to the level of effort for reporting? To clarify, is the consultant responsible for producing a report for the Principals to review or will the Principles be producing the bulk of the report with only technical summaries from the consultant?
 - a. The Principals will be producing the bulk of the report with assistance from the Respondent on sections. For example, the respondent should be prepared to assist with the Methods chapter to ensure that it accurately captures their work on the project. The evaluation report will be the stand-alone technical report of this phase of the investigation. A summary report will be compiled by the Project Principals shortly after completion of the fieldwork and osteological analyses, for which a letter report from the respondent will be adequate, provided it accurately summarizes the work completed by the Respondent.
3. Would the City accept an alternate price schedule to the per burial request?
 - a. No.
4. Should mapping and photography of burials be included in the per burial cost?
 - a. Hand-drawn mapping should be included. Total station mapping and photography will be performed by the Project Principals.

5. Does the City anticipate creating 3-D images of the burials? If so, should the consultant anticipate producing such images or just providing such photographs such that 3-D images could be completed?
 - a. Project principals will be responsible for photography, including that which may be used to produce 3-D imagery.
6. Is the consultant solely responsible for mapping of burials? Does the consultant need to provide GPS unit to map burials?
 - a. Total station mapping of the burials will be provided by the Project Principals. Hand-drawn mapping of the individual burials will be expected of the Respondent.
7. Can the City provide an example of expected burial recordation forms? Or should the consultant provide example of such forms they plan to use in their submittal?
 - a. Respondent should provide example of such forms they propose to use in their submittal for consideration by the Principals.
8. Will hard hats and steel toe boots be required during burial excavation? Hard hats and steel toe boots can create a hazard when working with sensitive and fragile remains. For example, hardhats tend to fall into the grave during excavation as archeologists are at 45-degree (or more) angles and heavy boots can damage the sides of burials and cause collapse.
 - a. Hard hats will be required during the backhoe phase of excavation but will not be required while working in close proximity to human remains. Steel toe boots will not be required.
9. We understand that excavations are hoped to start in June. Does the City have a goal completion date for excavations and draft report?
 - a. Due to the unknown number of individuals buried in this grave shaft, the City has not set a specific goal completion date. The City expects the final report by April 30, 2022.
10. Will the consultant be responsible for cleaning the remains and associated artifacts and preparing them for storage?
 - a. Yes, the Respondent will be responsible for assisting the Principals and other parties under their direction with this work.
11. Will the consultant be responsible for providing secure storage for the remains?
 - a. No.
12. Can the City provide details on how much of the grave site has been scraped?
 - a. Please see the [Executive Summary of 2020 Test Excavations Report](#).
13. Will scraping occur at one time to expose all burials or in increments? In either case, does the City anticipate that one consultant archeologist is sufficient to monitor excavations?
 - a. We anticipate that overburden of about half of the mass grave will be stripped prior to the arrival of the consultant under the observation of Project Principals and cultural monitors. The consultant should expect to assist Project Principals with monitoring of the stripping of the remaining portion of the mass grave when needed.

14. The remains are said to be in poor condition. Can more detail be provided on what is meant by “poor”? Are the remains almost completely gone (as in wipe away when the bone is touched)? How hard is the cortical bone? These factors make a huge difference in what can be salvaged when excavating and shape their expectations of what can actually be delivered in terms of excavations. Preservation can significantly change methods of excavation and removal.
 - a. Limited remains were exposed during the testing phase of this investigation. However, those that were exposed demonstrated relatively poor condition. Poor in this case means hardest materials and thickest bones are intact or fragmentary, and thinner bones are absent or very fragmentary. Teeth are well preserved. Epiphyses, facial bones, ribs and vertebrae are fragmentary or absent. Femoral and humeral diaphysis are expected, and thicker vault components have preserved. The cortical bone is frequently stable to the touch and handling, except for thinner structures (e.g., external frontal sinus), which wipe away.
15. Can the City provide more detail on the current soil conditions and water table height? Soil conditions have an impact on excavation time and preservation. Additionally, the water table can affect the preservation.
 - a. Mechanical coring and hand bucket augers did not encounter the water table during initial testing in this part of the cemetery. Geoarchaeological assessment suggests the mass grave extends to a depth of 2 m bs. The grave shaft was excavated into the friable silty clay bedrock soil; however the burial backfill now consists of dense, compact mottled yellowish brown gravelly clay.
16. Will water be available on site to water screen? Water screening would aid in recovering all skeletal fragments. If off site, the sediments will need to be collected and transported elsewhere. If this is the case, does the City have a secure area where screening should take place. Relatedly, does the City anticipate that all removed sediments from burials be collected for reinternment?
 - a. Water can be made available on site. The City anticipates that all skeletal fragments will be collected for reinternment, but not all sediments will be collected.
17. Do the Principals have a preference on screen size?
 - a. 1/4" screen will be acceptable for most screening; 1/8" screen may be appropriate in limited circumstances.
18. Will a mobile lab be provided, or should the consultant provide a mobile field laboratory? If the consultant has a nearby secure space, can that function as a lab space?
 - a. The City is providing a secure, mobile lab and tent space that can be used for artifact processing and analysis.
19. Will the City be providing mechanical equipment and operator(s)? If the consultant has a recommendation for skilled operator on these types of projects, could they make such a recommendation?
 - a. The City will provide mechanical equipment and operators.

20. Does the City know the proximity of other burials in relation to the mass grave location?
 - a. The City does not know the exact location of all burials within Oaklawn Cemetery. There are marked graves in close proximity (less than 3 ft) to the mass grave location. See Figure 12 in the [Executive Summary of 2020 Test Excavations Report](#).
21. Will the City provide privacy fencing?
 - a. Yes.
22. Due to the complexities of mass graves, remains and associated items may be exposed for more than one day, does the City anticipate providing 24-hour onsite security?
 - a. Yes.
23. Does the City anticipate work weeks to be Monday through Friday or should the consultant plan to work every day until the project is complete? If the latter, could the consultant have alternating teams to avoid overtime costs?
 - a. The City has been planning as if the work will be completed during a standard workweek (Monday through Friday), but may be willing to consider an alternative schedule at the request of the Respondent provided it does not involve overtime costs.

Vendor Two

1. Does the City of Tulsa prefer Joint Ventures or is it preferable that one company is the prime and another the subcontractor?
 - a. The City does not have a preference, provided all insurance and other requirements are met and billing is handled by a single entity.
2. Will the City of Tulsa contract and supply the heavy machinery and associated operators?
 - a. The City of Tulsa will provide and not contract for heavy machinery and associated operators.
3. Will there only be one mechanical excavator on site, or will multiple pieces of excavation equipment be present simultaneously?
 - a. There will only be one.
4. How large of a crew do the principal investigators (Principals) anticipate needing for monitoring?
 - a. We anticipate that overburden of about half of the mass grave will be stripped prior to the arrival of the consultant under the observation of Project Principals and cultural monitors. The consultant should expect to assist Project Principals with monitoring of the stripping of the remaining portion of the mass grave when needed.
5. How large a of crew do the Principals anticipate needing for exhumation and burial excavation?
 - a. The Principals estimate a crew of 6-8 excavators to work on 3-4 burials at any one time and 1-2 crew to assist with the artifact analysis. The Respondent is also reminded of the need to manage archaeological records

- on a day-to-day basis during the excavation and exhumation process and provide daily logs per IV.7-8 of the RFP.
6. Does this RFP include the respondent performing forensic and osteological analysis of the burial remains or will this be undertaken only by the Principals on the project?
 - a. No, this RFP does not include forensic and osteological analysis.
 7. Will the respondent be responsible for only documenting the grave goods, and analyzing the artifacts recovered from the burials?
 - a. A relatively limited quantity of artifacts were observed in the overburden by prior test excavations (e.g., metal temporary grave markers, horse shoes). These should be included in the analysis. Project principals will be responsible for completing the artifact inventory and photography.
 8. Will the respondent be assisting the Principals in the collection of specific samples for DNA analysis in situ, or will the Principals complete all the sampling and be solely responsible for the DNA collection and analysis?
 - a. The respondent will not be responsible for collection and analysis of DNA.
 9. What is the anticipated length of the project? Will the project operate seven days a week until completed?
 - a. As the number of individuals buried is unknown, the City cannot anticipate how long the project will last. The City has been planning as if the work will be completed during a standard workweek (Monday through Friday), but may be willing to consider an alternative schedule at the request of the Respondent provided it does not involve overtime costs.
 10. Are there any specialty insurance coverages or requirements where the respondents need to contract endorsements to existing coverage?
 - a. Please see the RFP.
 11. It is our reading of the RFP that the city will provide lunch for all crew members and lodging for the out-of-town crew members. Is this correct?
 - a. Yes.

Vendor Three

1. How many pre-project planning meetings are anticipated, and what is the anticipated length of the meetings? Will pre-project planning meetings be in-person or via Zoom or similar?
 - a. There will be at least one pre-project meeting. Any meetings taking place prior to June 1 will be held virtually.
2. It is stated that the Respondent will be responsible for supplying the entire field crew. Are there education or experience requirements for the supplied crew members (i.e., Registered Professional Archaeologists, at least a bachelor's degree in Anthropology, or a specific amount of experience in the excavation of historic-period graves)? Will the Project Principals be on-site and what role will they play in the fieldwork (i.e., will the Forensic Anthropologist analyze in situ and exhumate the human remains after the Respondent's team has exposed them?)

- a. The team lead for the Respondent should expect to be on-site at all times that their crew are present and shall meet/exceed the Secretary of the Interior's qualification standards for archaeology and have substantial experience in the excavation of historic-period graves. The crew members should all have demonstrated experience in the excavation of historic-period graves. Project Principals will be on-site and will assist with fieldwork, screening, and coordination of volunteers, students, and observers. Forensic Anthropologists will conduct in situ analysis/documentation of the remains after the Respondent's team has exposed and mapped them and completed excavation forms. If the Respondent has experience in the application of adherents and exhumation of remains for forensic cases, they may be asked to assist the Forensic Anthropologists with this step in the process.
3. Will photography be the sole responsibility of the Respondent? If so, will print images be necessary? Will there be specific requirements for the types of cameras used?
 - a. Photography will not be the responsibility of the Respondent. If Respondent brings cameras, the Project Principals and/or City will provide capacity to download electronic images/data on-site. All images will be the property of the City. There are no specific equipment requirements.
4. If textile remains (i.e., clothing, coffin lining) are recovered, will textiles need to be analyzed in the field? Or can analysis be completed later by a textile specialist via photographs?
 - a. Textile analysis does not have to take place in the field provided it can be accomplished adequately remotely via photographs.
5. Will the Respondent be required to provide excavation forms and graph paper used for the project, or will standardized forms be provided in the field? Will the Respondent be responsible for supplying materials for collecting human remains, including adherents for bone preservation, materials for collecting human remains (i.e., ethafoam, bubble wrap, aluminum foil, boxes). Will the Respondent need to supply artifact bags and, if so, what types are required (i.e., paper bags, plastic zip-loc with specific mil sizes)?
 - a. Consultant should provide example of excavation forms they prefer to use in their submittal. Consultant should provide graph paper. Respondent will be responsible for providing their individual excavators' equipment. The respondent may make their preference for adherents, materials for collecting human remains, and artifact bags known in their submittal for consideration by the Principals, but they will not be expected to supply them.
6. Item 9 states that the Respondent shall assist the Project Principals with compiling portions of the technical report. What portions of the technical report will the Respondent need to assist with, other than the non-skeletal materials, which is assumed to be an entire chapter for the technical report?

- a. The respondent should also be prepared to assist with the Methods chapter to ensure that it accurately captures their work on the project.
- 7. Under Deliverables, it is stated that an evaluation report on all findings and any additional reports requested by the City or Project Principals will be delivered to the City. What additional reports are anticipated? And will the evaluation report be a stand-alone technical report, or can this be a short letter report?
 - a. The evaluation report will be the stand-alone technical report of this phase of the investigation and is covered by the response in Question 6 above. A summary report will be compiled by the Project Principals shortly after completion of the fieldwork and osteological analyses, for which a letter report from the respondent will be adequate, provided it accurately summarizes the work completed by the Respondent.
- 8. Will the City provide surveyors and equipment for detailed mapping using a Total Station or highly accurate GPS units?
 - a. Total station mapping will be completed by Project Principals.

Vendor Four

- 1. Is there a set work week or schedule?
 - a. The City has been planning as if the work will be completed during a standard workweek (Monday through Friday), but may be willing to consider an alternative schedule at the request of the Respondent provided it does not involve overtime costs.
- 2. What is the anticipated reporting deadline?
 - a. Preliminary reports should be turned over to the Project Principals within one week of the conclusion of fieldwork.
- 3. Is the City looking for a permanent bone preservation option or something that is reversible?
 - a. Bone preservation will be addressed by the Project Principals and is not expected to be provided by the respondent. However, if the respondent wishes to make recommendations as part of their proposal, they will be taken into consideration by the Principals.
- 4. Will the City be coordinating or providing hotel accommodations and lunch during fieldwork?
 - a. Yes, the City will coordinate hotel accommodations and provide lunch during fieldwork.
- 5. Can we assume that exhumed remains will be taken into custody by the City and/or forensic specialist immediately upon disinterment by the consultant?
 - a. Yes.

Vendor Five

- 1. What is the anticipated start date of the fieldwork?
 - a. June 1, 2021

2. Approximately what percentage of the fieldwork will have a Project Principal in the field?
 - a. 100%
3. Will the consultant be responsible for transporting remains to a secure facility at the end of each day of fieldwork?
 - a. Transporting remains to the secure on-site facility will be a shared responsibility between Respondent, Project Principals, and Cultural Monitors.
4. Will the City be providing the facility for the storage of remains and artifact analysis?
 - a. Yes.

Vendor Six

1. Mapping – Will the City be providing a surveyor and total station, or will the contractor be required to provide that equipment?
 - a. Total station mapping of the burials will be provided by the Project Principals. Hand-drawn mapping of the individual burials will be expected of the Respondent.
2. Photography – Will the lead City/Forensic Anthropologist provide the cameras, or will the contractor be required to provide that equipment?
 - a. Photography will not be the responsibility of the Respondent. If Respondent brings cameras, the Project Principals and/or City will provide capacity to download electronic images/data on-site. All images will be the property of the City.
3. Does the City intend to provide the machine and operator for scraping or should the contractor price this service into our response?
 - a. City will provide machine and operator.
4. Please clarify if the City be arranging for accommodations and lunch in lieu of per diem and that these items are not a component of the proposal.
 - a. Yes, the City will be providing lodging and lunch. These items are not a component of the proposal.
5. A June 2021 start date is mentioned. Do you have a deadline or schedule that needs to be met?
 - a. The City intends to start work on June 1, 2021. Due to the unknown number of individuals buried in this grave shaft, the City has not set a specific goal completion date.
6. By preservative do you mean a consolidant applied in situ to aid in the removal of the bone?
 - a. Yes, Butvar.
7. Is the City willing to negotiate any of the contract terms? If so would you like to see any requested changes to the terms submitted with the proposal?
 - a. Please see the RFP language regarding non-responsive bids:
Non-Responsive Bids. Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set

forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.

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I. STATEMENT OF PURPOSE:

With this Request for Proposal (RFP), we are searching to secure a team of qualified professional archaeologists to assist with the 1921 Tulsa Race Massacre investigation beginning in June 2021.

We look forward to receiving your proposal.

II. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

A. General Requirements

1. Proposals must be received by **5:00 p.m. on Wednesday, April 28, 2021, Central Daylight Time**. Please place proposals in a sealed envelope or box clearly labeled **"RFP 21-936, Qualified Archaeologists to assist with the 1921 Tulsa Race Massacre Investigation"**.

Proposals received late will be returned unopened.

2. Proposals shall be delivered sealed to:

Deputy City Clerk
City of Tulsa
175 E. 2nd St.
Suite 260
Tulsa, OK 74103

3. All interested Respondents (Sellers) are required to register with the Buyer in order to receive updates, addenda or any additional information required. The City is not responsible for any failure to register.
4. Inquiries to the Buyer requesting clarification regarding the Request for Proposal or the content therein must be made via e-mail and must be received prior to the end of the business day on **April 16, 2021**.

Donny Tiemann, Senior Buyer
dtiemann@cityoftulsa.org

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

5. Respondents shall designate a contact person, with appropriate contact information, to address any questions concerning a proposal. The Respondents shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute the contract on the Respondent's behalf.

6. Proposals will be opened on the morning after the due date, at 8:30am, at the:

**Standards, Specifications, and Awards Committee Meeting
175 East 2nd Street, 2nd Floor
City Council Chamber**

B. General Notifications

1. The City of Tulsa notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
2. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
3. All Respondents shall comply with the Americans with Disabilities Act (ADA) and all proposals and a subsequent contract, if any, shall include the following statement:

“The Respondent shall take the necessary actions to ensure its facilities are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the Respondent is not a program or activity of the City of Tulsa. The Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.”

4. The City of Tulsa also notifies all Respondents that the City has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the City's Objectives.
5. Although it is the City's intent to choose only the most qualified Respondents, the City reserves the right to choose any number of qualified finalists for interview and/or for final selection. At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the proposal.
6. This Request for Proposal does not commit the City of Tulsa to pay any costs incurred in the preparation of proposals, or in submission of a proposal, or the costs incurred in making necessary studies and designs for preparation thereof, or to contract for services or supplies necessary to respond. Any expenses incurred by the Respondent(s)

in appearing for an interview or in any way in providing additional information as part of the response to this Request for Proposals are solely the responsibility of the Respondent. The City of Tulsa is not liable for any costs incurred by Respondents for any work performed by the Respondent prior to the approval of an executed contract by the City of Tulsa.

III BACKGROUND

In October 2020, a mass grave was detected in Oaklawn Cemetery that is believed to contain the remains of victims of 1921 Race Massacre. Members of the Physical Investigation Committee will continue to direct and oversee the forthcoming excavations & exhumation of remains but requires the assistance of additional professional archaeologists to complete the process in a timely and efficient manner.

The City has engaged the following Project Principals to lead this project:

- Kary Stackelbeck, State Archeologist, State of Oklahoma
- Phoebe Stubblefield, Forensic Anthropologist, University of Florida
- Scott Ellsworth, Historian and Professor, University of Michigan

Review information contained in links below to gain additional background on this project.

1921 Graves Investigation Webpage

<https://www.cityoftulsa.org/1921graves>,

Executive Summary of the 2020 Test Excavations

https://www.cityoftulsa.org/media/15149/trmi_oaklawn_excavations_2020_summary_final-2.pdf.

IV SCOPE OF WORK

1. The Respondent shall participate in planning meetings with Project Principals in advance of the expected date of fieldwork.
2. The Respondent shall assist with monitoring heavy machinery excavation process and initial exposure of historic burials.
3. The Respondent shall excavate burials in anticipation of *in situ* documentation.
4. The Respondent shall assist with mapping and photography of human remains, grave shafts, coffins, and any other associated artifacts.
5. The Respondent shall assist forensic anthropologists with the exhumation process.

6. The Respondent shall conduct concurrent artifact analysis and documentation. Artifacts may not leave the State of Oklahoma. A final report about non-skeletal materials recovered will be expected after the fieldwork. The City and Project Principals will assist with coordinating access to local facilities for the artifact analysis and documentation process if necessary.
7. The Respondent shall manage archaeological records on a day-to-day basis during the excavation and exhumation.
8. The Respondent shall provide daily logs and oral reports to the Project Principals during the excavation and exhumation process when they are not otherwise on-site.
9. The Respondent shall assist the Project Principals with compiling an Executive Summary upon completion of the fieldwork.
10. The Respondent shall assist the Project Principals with compiling portions of the technical report.
11. The Respondent shall coordinate with the City and Project Principals at all phases of the contracted fieldwork, analyses, and write-up.

V. DELIVERABLES:

The products, reports, and plans to be delivered to the City will include:

- 1) An evaluation report on all findings as they relate to the excavation and exhumation process for which they took part in.
- 2) Any additional reports requested by the City or Project Principals during the course of the fieldwork.

VI. RESPONDENT AND PROPOSAL REQUIREMENTS

To be considered, interested Respondents should submit or address the following:

- A. One (1) unbound original and five (5) bound copies of the proposal plus one (1) electronic copy.
- B. A description of the Respondent's qualifications and experience and that of key personnel assigned to this project (and that of each Respondent proposed as part of the team). It is noted that equipment, material and staff shall be provided by the Respondent.
- C. A description of previous projects that Respondent (and any others proposed as part of Respondent's team) has conducted for organizations of similar size and complexity. Provide contact names and telephone numbers of references from these organizations.
- D. Provide a project schedule, identifying beginning and ending dates of work, as well as project target dates.

E. To ensure that this project is completed in a timely manner, the City requires that the selected Respondent perform steps concurrently to expedite results and recommendations, as feasible.

F. Specific Qualifications

1. Experience excavating historical cemeteries
 - a. Preference for those with experience excavating mass graves
2. Experience with *in situ* documentation of historical burials, including mapping and photography.
 - a. Preference for those who can employ innovative techniques or technology that may improve efficiency and accuracy of traditional burial recordation.
3. Expertise with historic artifact analysis and writeup.
 - a. Preference for those with experience analyzing early 20th century coffin hardware and other material culture common in graves.
 - b. Preference for those with experience using innovative techniques or technology to document historic artifacts that anticipate their potential use in public displays.
4. Preference for those with demonstrated ability to work collaboratively with forensic anthropologists, academics, members of the public, and/or descendant communities.
5. Preference for those with demonstrated ability in the application of bone preservative.

G. Budgetary Concerns

Historical documentation suggests that there are 18 unmarked graves in area of Oaklawn Cemetery. However, the feature identified in preliminary test excavations is large enough to have capacity for 30 or more individuals to be interred within the overall mass grave. Proposals should anticipate a range of possible total number of individuals that will be excavated and exhumed.

Once the services of a given consultant are secured, the City will arrange for hotel accommodations and lunch meals.

H. COVID-19 Considerations

It is expected that COVID-19 may still be in effect at the time of the proposed fieldwork. Two episodes of fieldwork were completed in 2020 during the height of the pandemic without any of the crew contracting the disease. We expect to implement the same protective measures in the forthcoming field season if necessary. The City will provide Personal Protective Equipment (PPE) for project participants. Preference for prior COVID-19 vaccination.

I. Security and Confidentiality Considerations

- The work products (documentation, photographs, maps, reports, etc.) are owned by the City.
- The City will provide security for the site.
- The City will manage press and coordinate press briefings.
- The consultant will not engage with members of the press regarding their work on this investigation unless specifically asked to do so by the City or Project Principals.
- No personal photography of the excavations will be permitted by members of the team who are not otherwise authorized or asked to do so by Project Principals.

VII. EVALUATION OF PROPOSALS:

A panel consisting of not less than three City of Tulsa employees or Project Principals will evaluate proposals. Final selection shall be the sole determination of the City, and if a selection is made it will be to the Respondent whose proposal is determined to be in the best interests of the City. The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the selected Respondent(s).

VIII TIME FRAME FOR REVIEW:

The time frame for review of proposals is expected to be three (3) to six (6) weeks, but the City reserves the right to vary the period as necessary to meet its objectives. At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of their proposals.

IX AWARD OF PROPOSALS:

Per Tulsa Revised Ordinances (TRO) Title 6, Chapter 4, in addition to Price, these factors may be considered in the evaluation and award of proposals:

1. The ability, capacity and skill of the Respondent to perform the contract or provide the service required,
2. Whether the Respondent can perform the contract or provide the service promptly or within the time specified, without delay or interference,
3. The character, integrity, reputation, judgment, experience and efficiency of the Respondent,
4. The quality of performance by Respondent of previous contracts or services,
5. The previous and existing compliance by the Respondent with laws and ordinances relating to the contract or service,

6. The sufficiency of the financial resources and ability of the Respondent to perform the contract or provide the service,
7. The quality, availability and adaptability of the Supplies, Services, and Information Technology Systems offered by Respondent to the particular use required,
8. The ability of the Respondent to provide future maintenance, support and service related to Respondent's offer,
9. Where an earlier delivery date would be of great benefit to the Using Department, the date and terms of delivery may be considered in the Proposal award,
10. The degree to which the Proposal submitted is complete, clear, and addresses the requirements in the Proposal specifications,
11. If a point system has been utilized in the Proposal specifications, the number of points earned by the Respondent.
12. The total cost of ownership, including the costs of supplies, materials, maintenance, and support necessary to perform the item's intended function.
13. If an evaluation committee performs the evaluation, the recommendation of such committee.

X MISCELLANEOUS

- A. The City expects to enter into a written Agreement (the "Agreement") with the chosen Respondent that shall incorporate this RFP and your proposal. Further, Respondent will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement, if one is awarded to you.
- B. All data included in this RFP, as well as any attachments, are proprietary to the City of Tulsa.
- C. The use of the City of Tulsa's name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.
- D. Your proposal must clearly indicate the name of the responding organization, including the Respondent's e-mail address and web site information, if applicable, as well as the name, address, telephone number and e-mail address of the organization's primary contact for this proposal. Your proposal must include the name, address, telephone number and e-mail address of the Respondent and/or team of Respondents assigned to the City account.

- E. The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.
- F. The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Oklahoma Open Records Act, see the link below:

<https://libraries.ok.gov/law-legislative-reference/library-laws/statutes-open-records/>

The City shall not be under any obligation to return any materials submitted in response to this RFP request.

- G. The City shall not infringe upon any intellectual property right of any Respondent, but specifically reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Responses containing your proprietary data shall be safeguarded with the same degree of protection as the City's own proprietary data. All such proprietary data contained in your proposal must be clearly identified. The City shall not be under any obligation to return any materials submitted in response to this RFP.

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NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)
COUNTY OF _____)ss.

I, _____, of lawful age, being first duly sworn, state that:

(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Respondents and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Proposal to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such proposal; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Respondents and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____

Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

The Affidavit must be signed by an authorized agent and notarized

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Proposal. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Respondent's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Respondent's business which is less than a controlling interest, either direct or indirect.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

**The Affidavit must be signed by an authorized agent and
notarized**

AFFIDAVIT OF CLAIMANT

STATE OF _____)
)ss.

COUNTY OF _____)

The undersigned, of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the work, services or materials will be completed or supplied in accordance with the contract, plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly of money or any other thing of value to any elected official, officer or employee of the City of Tulsa or any public trust of which the City is a beneficiary to obtain or procure the contract or purchase order.

By: _____
Signature

Name: _____

Company: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

**The Affidavit must be signed by an authorized agent and
notarized**

RESPONDENT INFORMATION SHEET

Respondent's Legal Name: _____

(Must be Respondent's company name exactly as reflected on its organizational documents, filed with the state in which Respondent is organized; not simply a DBA.)

State of Organization: _____

Respondent's Type of Legal Entity: (check one)

☐ Sole Proprietorship

☐ Limited Liability Company

☐ Partnership

☐ Limited Liability Partnership

☐ Corporation

☐ Limited Partnership

☐ Other: _____

Address: _____
Street City State Zip

Website Address: _____ **Email Address:** _____

Sales Contact:

Legal or Alternate Sales Contact:

Name: _____

Name: _____

Street: _____

Street: _____

City: _____

City: _____

State: _____

State: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ►

Printed Name:

Title:

Date:

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Exhibit A
Price Sheet Summary

Our Archeologists estimate there could be remains of as many as 30 individuals contained within this mass grave site. Due to the uncertainty of the final body count, we are asking that the Respondent provide a fee per coffin / body that is excavated and exhumed during the course of this project, for all labor and services performed or provided.

Your proposal must include a cost not to exceed amount which encompasses all areas of work described in the Scope of Work and each item listed under Deliverables.

Cost Per Coffin / Body

\$_____

Company Name: _____

Date: _____

Signature: _____

Name Printed: _____

Title: _____

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City of Tulsa General Contract Terms

It is anticipated that the City of Tulsa will enter into an Agreement with the selected Respondent for an initial term ending one (1) year from the date of its execution by the City's Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Contractor understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability and Indemnification.** Contractor shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
5. **No Confidentiality.** Contractor understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements there under.
6. **Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec.

1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

7. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Contractor shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
8. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
9. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
10. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.
11. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

The undersigned Respondent agrees to the inclusion of the above provisions, among others, in any contract with the City of Tulsa.

Company Name: _____

Date: _____

Signature: _____

Name Printed: _____

Title: _____