



2021 E College Way, Suite 203
Mount Vernon WA 98273
(360) 428-4313
skagitcd@skagitcd.org

**Skagit Conservation District
Request for Qualifications
Cultural Resources Assessment and Survey Services**

The Skagit Conservation District is seeking qualifications from a qualified cultural resources consultant to conduct a cultural resources assessment and survey in support of a proposed conservation and habitat restoration project in Skagit County, Washington. The selected consultant will provide the cultural resources documentation necessary to support project permitting, including the Joint Aquatic Resources Permit Application (JARPA), and applicable federal, state, and local cultural resources review requirements.

I. BACKGROUND

The Conservation District is developing a conservation and habitat restoration project that will include ground-disturbing activities within the project area. Because the project area has been identified as having a high potential for encountering cultural resources, a cultural resources assessment and survey will be required to support the project's permitting and environmental review.

The cultural resources assessment and documentation should allow for at least two potential findings and should clarify how additional findings would be managed, both physically and financially, should they occur.

The Conservation District intends to use the completed cultural resources assessment to support its JARPA application and applicable Section 106 review requirements. The selected consultant will be expected to conduct the work in accordance with applicable federal and state requirements and current Washington State Department of Archaeology and Historic Preservation (DAHP) guidance.

The Conservation District anticipates that cultural resources identified through the survey can be avoided through project design. However, the consultant shall evaluate survey results and provide recommendations for avoidance, minimization, monitoring, or other measures if necessary. The survey should seek to ascribe to the boundaries of the project area rather than an overly broad watershed review.

II. PURPOSE OF THIS PROJECT

The purpose of this project is to complete a professional cultural resources assessment and survey of the project area and provide the documentation necessary to support permitting and cultural resources review.



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The assessment shall include, at a minimum, background research, pedestrian survey, appropriate subsurface survey/testing, documentation of identified cultural resources, preparation of a cultural resources report, and preparation of appropriate site forms.

The base proposal shall include documentation of **at least two cultural resources**. Consultants should clearly identify the number of cultural resources included in their proposed base scope and identify costs associated with documenting additional resources.

II. PROJECT TIMELINE

09/16/2026 RFQ Issued

09/23/2026 Submit Questions

09/28/2026 Response to Questions

10/6/2026 RFQ Packet Submittal

10/12/2026 Selection of firm

10/27/2026 Contract Executed

III. SCOPE OF WORK

A. Cultural Resources Assessment and Survey

1. Conduct a background review of the project area and surrounding vicinity, including available archaeological, historical, ethnographic, and other relevant records and information.
2. Conduct a pedestrian cultural resources survey of the project area.
3. Conduct subsurface archaeological survey/testing appropriate to the project area, anticipated ground disturbance, environmental conditions, and applicable regulatory requirements.
4. The base scope shall include documentation and assessment of a minimum of two cultural resources.
5. Consultants shall identify their assumptions regarding the number of cultural resources anticipated, survey coverage, subsurface testing, and other fieldwork necessary to complete the assessment.

B. Cultural Resources Documentation and Reporting

1. Prepare a cultural resources assessment/report documenting project background, research and methods, field methods, survey results, identified resources, findings, and recommendations.
2. Prepare appropriate cultural resource inventory/site forms for cultural resources identified within the project area.
3. Provide maps, photographs, field documentation, and other supporting materials necessary to document identified cultural resources.



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4. Submit required cultural resources documentation through the appropriate DAHP/WISAARD process, as applicable.

C. JARPA and Regulatory Coordination

1. Provide cultural resources information and documentation necessary to support the District's JARPA application and applicable cultural resources review.
2. Coordinate with DAHP, permitting agencies, and other reviewing entities as necessary.
3. Provide recommendations for avoidance, minimization, or other project modifications where cultural resources are identified.
4. Assist the District with responses to reasonable agency comments related to the cultural resources assessment.

D. Tribal and Stakeholder Coordination

1. Coordinate with the Conservation District, project partners, Tribes, DAHP, and other appropriate stakeholders regarding cultural resources issues, as applicable.
2. Participate in meetings or consultation activities necessary to complete the cultural resources assessment and support project permitting.
3. Provide professional recommendations regarding cultural resources protection and compliance based on survey findings and agency or Tribal consultation.

E. Monitoring and Inadvertent Discovery Planning

1. Evaluate the results of the pedestrian and subsurface survey and provide recommendations regarding the need for archaeological monitoring during construction.
2. Evaluate whether an Inadvertent Discovery Plan (IDP) or other cultural resources protection measures should be implemented.
3. Identify portions of the project area where vegetation, ground visibility, soil conditions, or other site conditions may limit the effectiveness of archaeological survey methods.
4. If archaeological monitoring is recommended because portions of the project area cannot be adequately surveyed, provide a proposed monitoring approach and associated costs.
5. Identify any additional cultural resources investigations or mitigation that may be necessary based on survey findings.

F. Final Deliverables

The consultant shall provide, at a minimum:

1. Completed cultural resources assessment/survey report.
2. Appropriate cultural resource inventory/site forms for identified resources.
3. Maps and supporting documentation.
4. Recommendations regarding avoidance, minimization, archaeological monitoring, IDP implementation, or additional cultural resources work, as appropriate.



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5. Documentation necessary to support the District's JARPA and applicable cultural resources review.

The consultant shall clearly identify any services or circumstances that are not included in the proposed base scope and fee.

IV. PROJECT APPROACH AND SITE CONDITIONS

The Conservation District anticipates that vegetation cover within portions of the project area may limit ground visibility. Consultants should consider this condition when developing their proposed survey methodology and should clearly describe how they propose to address areas where pedestrian survey or subsurface testing may be limited.

The District may provide available JARPA figures and project maps to assist consultants in identifying areas of direct project impact. Consultants are encouraged to propose an efficient survey methodology that appropriately focuses subsurface investigation on areas of proposed ground disturbance while meeting applicable cultural resources requirements.

Consultants should identify any assumptions regarding survey conditions and clearly state how changes in site conditions or survey findings could affect the proposed scope and fee.

V. REQUIRED QUALIFICATIONS

The Conservation District seeks proposals from highly qualified cultural resources professionals with demonstrated experience conducting archaeological surveys and cultural resources assessments in Washington State.

At a minimum, the consultant or proposed project team should demonstrate:

- Appropriate professional qualifications and experience to conduct cultural resources assessments and archaeological surveys in Washington State.
- Experience conducting pedestrian and subsurface archaeological surveys.
- Experience preparing cultural resources reports and archaeological site/inventory forms consistent with DAHP requirements.
- Experience with Section 106 compliance and cultural resources requirements associated with federal, state, or local permitting.
- Experience supporting JARPA applications or similar environmental permitting processes is preferred.
- Experience coordinating with Tribes, DAHP, federal and state agencies, local governments, landowners, and project stakeholders.
- Experience working in rural and agricultural settings is preferred.
- Experience evaluating the need for archaeological monitoring and/or developing Inadvertent Discovery Plans.
- Demonstrated ability to complete the work within the proposed project schedule and budget.



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VI. PROPOSAL FORMAT AND CONTENT

Each proposal submitted shall contain the following information:

A. Transmittal Letter

The letter shall state the firm's name, physical address, mailing address, telephone number, email address, primary contact person, website address, type of entity, and tax identification number.

B. Qualifications and Experience

Provide a description of the firm's qualifications and relevant experience, including examples of similar cultural resources assessment and archaeological survey projects.

C. Project Team

Identify the proposed project manager, archaeologists, field personnel, and other key team members. Describe each individual's qualifications, relevant experience, and anticipated role.

D. Work Plan

Provide a clear description of the proposed approach to completing the Scope of Work, including:

1. Proposed background research and records review methods.
2. Proposed pedestrian survey methodology.
3. Proposed subsurface survey/testing methodology.
4. Approach to addressing vegetation and limited ground visibility.
5. Proposed approach to documenting the cemetery and potential cultural resource site on George's property.
6. Approach to Section 106, JARPA, DAHP, and Tribal coordination.
7. Approach to determining whether archaeological monitoring or an IDP is necessary.
8. Proposed deliverables and schedule.

E. Project Experience and References

Provide examples of at least three similar projects completed by the proposed project team. Include project name, location, brief description, client, completion date, and reference contact information.

F. Schedule

Provide a proposed schedule for completing fieldwork, reporting, agency coordination, and final deliverables. Identify any factors that could affect the proposed schedule.

VII. EVALUATION CRITERIA AND SELECTION PROCESS



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The Conservation District will evaluate proposals based on the qualifications and experience of the consultant and proposed project team, the firm's understanding of the project, proposed approach, relevant project experience, and schedule.

The District anticipates using the following criteria:

Selection Criteria	Points
Relevant cultural resources and archaeological experience	25
Qualifications and experience of proposed project team	20
Understanding of project and proposed work approach	20
Experience with Section 106, JARPA, DAHP, and Tribal coordination	15
Experience with similar projects and references	10
Project schedule and availability	10
Total	100

The Conservation District may invite selected firms to participate in an interview or presentation as part of the selection process.

The Conservation District will enter into contract discussions with the top-ranked respondent. If the District is unable to reach a satisfactory agreement with the top-ranked consultant, discussions may be terminated and the District may select another qualified respondent.

VIII. COMPENSATION

Payment by the Conservation District for services will be made after services have been performed and an itemized billing statement has been submitted in the form specified by the Conservation District. Billing statements shall identify the services performed, personnel performing the services, hours worked, and applicable hourly rates or other agreed-upon charges.

IX. PROPOSAL ACCEPTANCE/REJECTION

The Conservation District reserves the right to accept or reject any or all proposals, negotiate separately with any proposer, waive informalities, defects, or irregularities in any proposal, or accept the proposal that, in the judgment of the District, is in the best interest of the Conservation District.

X. AWARD



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The Conservation District reserves the right to award the contract to the consultant that it determines offers the best overall value and qualifications. The Conservation District is therefore not bound to select a consultant based solely on the lowest proposed cost.

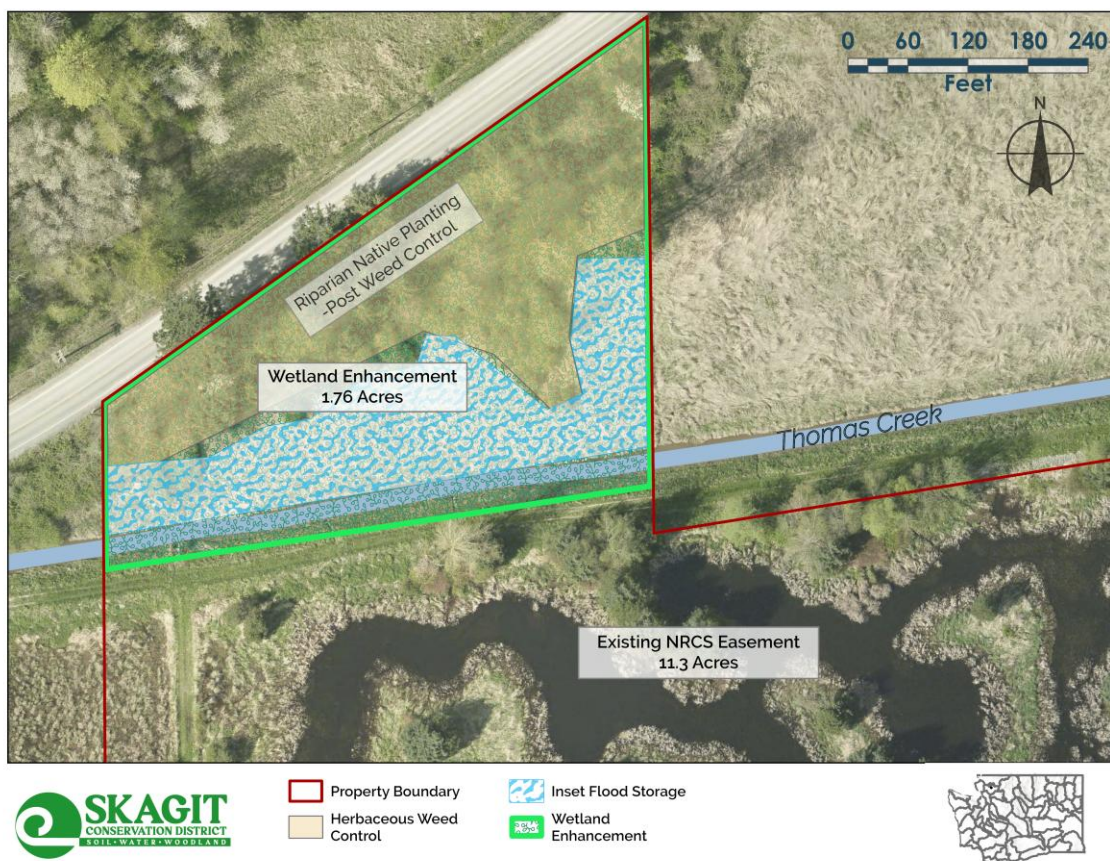
The Conservation District reserves the right to cancel the RFQ, reject any or all proposals, waive irregularities, or re-advertise with identical or revised specifications if deemed to be in the best interest of the Conservation District.

XI. ASSIGNMENT

The awarded consultant shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or any of its rights, title, or interests therein without the prior written consent of the Conservation District.

For questions, contact Emmett Wild at (360) 899-8761 or emmett@skagitcd.org.

Project Area



Thomas Creek Wetland Enhancement along Kelleher Road, parcel #P36800

