

INVENTORY OF TREES IN THE VISITOR AREA OF MONTEZUMA CASTLE

MONTEZUMA CASTLE NATIONAL MONUMENT

REQUEST FOR QUOTATIONS AND SOLICITATION

Abstract: The Contractor will revise the 1931 map of the tree inventory at the visitor center of Montezuma Castle; conduct a 1988 tree inventory; compare the 1931 and 1988 inventories and human-made conditions; retake historic photographs and comparisons; take current photographs from the rim; and describe soils, geology and human influences. The estimated cost of this study is expected to be less than \$4,000. The Contractor should refer to Sections B and E for the work statement and to Section A to prepare the cost of service.

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SECTION A. SUPPLIES OR SERVICES AND PRICES OR COSTS

1. General

The Contractor shall furnish all facilities, supplies, materials, and services to inventory trees in the visitor area at the Castle unit of Montezuma Castle National Monument, Arizona.

2. Consideration and Payment

The total fixed price amount of this contract will be based on delivery of items listed below and as outlined in Section E. The contract will be awarded based on the lowest and best total price from one bidder. Partial payment will be made for the first two items, i.e., the maps. Final payment will be made upon acceptance of the species lists and final report.

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
1	1931 inventory map	1 mylar and 5 copies	
1b	1988 inventory map	1 mylar and 5 copies	\$_____
2	Final report	2 copies	\$_____
TOTAL			\$_____

SECTION B. DESCRIPTION, SPECIFICATIONS, OR WORK STATEMENT

1. General

The Contractor shall furnish all facilities, supplies, materials, and services to conduct this inventory of trees at the Castle unit of Montezuma Castle National Monument, Arizona.

2. Requirements

National Park Service (NPS) Management Policies state "Management of park lands possessing significant natural features and values is concerned with ecological processes and impact of people upon these processes and resources. The concept of perpetuation of a total natural environment or ecosystem, as compared with the protection of individual features or species, is a distinguishing aspect of the Service's management of natural lands." These policies in addition to the NPS Organic Act of 1916, specific legislation for Montezuma Castle National Monument, and other related legislation are the bases for a management program that strives to protect all aspects of its environment and history.

Montezuma Castle National Monument is comprised of two units; one is Montezuma Castle (580 acres) and the other is Montezuma Well (278 acres). The Monument is located in central Arizona in Verde Valley near the town of Camp Verde. The Castle unit was established in 1906 primarily for the prehistoric Sinagua cliff dwelling, which is one of the best preserved cliff dwelling in America. The Well unit was added in 1943 to preserve the large, spring-fed limestone sink, ruins and sites of prehistoric Hohokam and Sinagua cultures, and historic Apache sites. The two units lie along Beaver Creek and its tributary Wet Beaver Creek.

The Verde Valley is located geographically in the transition zone between the upper Sonoran life zone and the true Sonoran desert. The natural semidesert shrub grassland of the Verde Valley contrasts sharply with the riparian vegetation along Beaver Creek, a tributary of the Verde River. The upland vegetation is semidesert bunchgrasses, mainly black grama and burrograss, with an overstory of open-canopy mesquite, creosote, palo verde. Saltbush and yucca are also found. Tree species in the riparian zone include sycamore, Arizona walnut, cottonwood, seep willow, and desert willow.

The Monument is concerned about maintaining the riparian gallery composed of primarily of sycamore, hackberry, and ash trees in the approximate five (5) acres below the Castle. It is most important that their presence be continued as they are a part of the cultural scene as well as the natural scene along this creek. In the past, insect (sycamore lacebug) and disease (anthracnose) infestations have been treated. In 1987, a report was contracted about the autecology and distribution of sycamore at the Castle. A map done in 1931 shows the location of trees in this area by species and diameter.

Research in the Monument is directed at resolving management concerns and increasing the understanding of the environment and its components. This inventory of the trees will supplement previous work and will provide comparative data for a 57 year period.

3. Project Objectives

More information is desired in order to manage the riparian gallery as a healthy and perpetuating stand. Specific objectives for this study are to inventory major tree species in this five (5) acre area below the Castle; compare the current overstory situation with that mapped in 1931; and prepare a new map of area to reflect the situation in 1988. The Contractor will write a report to describe the changes.

4. Specifications of Work

The study site is the five (5) acre floodplain below the prehistoric Castle where the riparian gallery occurs. The boundaries are the parking lot on the east, the base of the cliff to the north and west, and the dike on the south. Following are the specific work elements:

(a) Prepare a map of the 1931 information. Currently, the 1931 information is on two separate sheets (scale: 1" = 40'). The Contractor will join the two (2) sheets to make one (1) single sheet map. S/he will provide one (1) mylar of the 1931 inventory suitable for reproduction and five (5) blackline copies (scale: 1" = 40'). The Contractor will get one (1) copy of the sheets to

use for this project.

The Contractor will provide a draft copy of the joined 1931 tree inventory map to the NPS to review prior to its being finalized. The map must be drawn to professional standards with labels, legends, titles, and scales.

(b) Using the revised 1931 map as a basis, prepare a map showing the 1988 situation of individual major tree species and physical human-made changes during the 57 year period (scale: 1" = 40'). The Contractor will provide one (1) mylar suitable for reproduction and five (5) blackline copies. This map will be used in Item (c) for the inventory of major tree species.

Changes include removal of the campground in the floodplain and construction of a dike and sidewalks. Most changes are shown on maps that are on file at the Monument that the Contractor can use when drawing the 1988 map. However, these maps vary in scale. The Contractor will need to use the map prepared for Item (a) as the base map for this project.

The Contractor will provide a draft copy of the joined 1931 tree inventory map to the NPS to review prior to its being finalized. The map must be drawn to professional standards with labels, legends, titles, and scales.

(c) Inventory major tree species, i.e., sycamore, hackberry, and ash, growing in the five (5) acres below the Castle in the high visitor use area. The trees will be numbered sequentially starting with the number one (1) for future identification. The Contractor will inventory trees by their number, species, diameter breast height (DBH), and number of stems.

Using the 1931 map from Item (a), the Contractor, where possible, will match trees shown in 1931 with trees in 1988 and will assign them the same number. With measurements from the 1931 map and the 1988 inventory data, the Contractor will make a table for the report that compares the trees by their number, species, diameter breast height (DBH), and number of stems. Unmatched trees will be shown in the table without comparison.

The inventory will include seedlings and saplings (less than 2" DBH) located in 1988 as well as mature trees. The Contractor will present seedlings and saplings by their numbers, species, height, and number of stems. A second table will be made showing this information for seedlings and saplings.

The Contractor will present and discuss both tables in the report.

(d) Locate historic photographs of the gallery, reproduce those photographs (black and white film), and rephotograph those sites

to document change (black and white film). The Contractor will include a total of five to ten (5 to 10) comparison photographs, depending on what is available. One (1) set each of the photographs (not photocopies of the photographs) will be put in the two (2) copies of the final report given to NPS. Submit to NPS all negatives of historic and retaken photographs. Rematched photographs are to be taken at a scale as close as possible to the originals. Photograph files at the Monument and the Western Archeological and Conservation Center (Tucson) are sources for old photographs. University libraries and historical societies may also have appropriate photographs.

In addition to retaking historical photographs, the Contractor will take six (6) photographs each with black and white film and with color film of the study area from the rim. Three (3) photographs of each will be taken in summer to show canopy cover, and the rest will be taken in fall after leaves drop. The photographs will be taken from the same location, which the Contractor will permanently mark and show on the 1988 map. The Contractor will choose photopoints that illustrate the gallery overstory and canopy cover.

(g) Using existing information, describe the geology and soil origins and characteristics. The Contractor will describe physical and chemical properties, erosion, geologic origin, and any other relevant information. Soils and geology reports from agencies such as Soil Conservation Service, US Forest Service, and US Geological Survey have this information.

(h) Review relevant documents and literature for the monument about human history as it directly affects the gallery, i.e., grazing, settlement, excavations, visitation, etc. The Contractor will summarize these impacts as they affect vegetation.

Following are requirements for the report:

The purpose of this study is to provide information for park staff to manage vegetation resources. Therefore, the Contractor should write the report for park staff and not peer scientists. Professional quality writing is expected with clear composition, consistency in format, and no typographical errors in the final report. The Elements of Style (Strunk and White 1972) will be used as the standard for writing. Technical jargon should be defined in text. Common names of plants will be used with scientific names in parenthesis or in a glossary. Either English or metric units may be used as the primary measurement, but the other will be shown in parentheses immediately following. NOTE: It is probable that this study will be released as a technical report by the NPS, Cooperative Park Studies Unit (CPSU), University of Arizona. At that time, CPSU scientists will work with the author to edit the report for a scientific audience.

The Contractor will submit a draft of the final report to NPS for review. Four to six (4 to 6) weeks will be required since the document will be sent to NPS managers and CPSU scientists (NPS affiliated). All efforts will be made to provide a prompt response within four (4) weeks to the Contractor.

5. Deliverables

(a) 1931 Map of Tree Inventory at a scale of 1" = 40'. The Contractor will provide one (1) mylar and five (5) blackline copies.

(b) 1988 Map of Tree Inventory at a scale of 1" = 40'. The Contractor will provide one (1) mylar and five (5) blackline copies.

(c) Draft of Final Report that presents findings and discusses the map work; 1988 tree inventory; comparison between the 1931 and 1988 inventories and human-made conditions; historic photographs and comparisons; current photographs from the rim; soils and geology; and human influences. Presentation of the report will be title page, abstract, table of contents, list of figures and tables, introduction (includes objectives and literature review), methods, results, discussion, conclusions, management considerations, and literature cited.

(d) Final Report that includes the discussions and elements stated in Item (e) after the Contractor incorporates NPS review comments. Two (2) sets of the photographs will be submitted with the two (2) copies of the final report. Negatives will be submitted here.

(e) Raw Data collected during field work; two (2) copies.

SECTION C. PACKAGING AND MARKING

All items shipped hereunder shall be packaged for shipment in accordance with the best commercial practice so as to insure acceptance by common carrier and safe transportation at the most economical rate.

SECTION D. INSPECTION AND ACCEPTANCE

1. Inspection of Services--Fixed Price

(a) "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during the contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When defects in services cannot be corrected by repeated performance, the Government may 1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and 2) reduce the contract price to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity with contract requirements, the Government may 1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of service or 2) terminate the contract for default.

SECTION E. DELIVERIES OR PERFORMANCE

1. Place of Delivery

The items to be furnished hereunder shall be delivered in accordance to the delivery schedule described below. The destination is:

NPS, Southern Arizona Group
202 E. Earll Dr., Suite 115
Phoenix, AZ 85012

2. Deliverable Items

The Contractor shall provide the deliverable items, in accordance with the terms and conditions set forth in Section B. The items are listed below:

(a) 1931 map of tree inventory - one (1) mylar and five (5) blackline copies.

(b) 1988 map of tree inventory - one (1) mylar and five (5) blackline copies.

(c) Draft of final report - two (2) copies.

(d) Final report - two (2) copies; two (2) copies of all photographs with negatives. Copy of the report on disk in "Wordperfect."

(e) Raw data collected during field work - two (2) copies.

3. Time of Delivery

(a) The Government requires delivery to be made according to the following schedule:

Required Delivery Schedule

<u>Item</u>	<u>Quantity</u>	<u>Within Months after the Date of Receipt of Written Notice of Award</u>
1931 tree inventory map	1 mylar and 5 copies	5 months
1988 tree inventory map	1 mylar and 5 copies	5 months
Draft report	2 copies	8 months
Final report	2 copies	8 months

(b) The Government will evaluate equally, as regards time of delivery, offers that propose delivery of each quantity within the applicable delivery period specified above. Offers that propose delivery that will not clearly fall within the applicable required delivery period specified above, may considered nonresponsive and rejected.

SECTION F. CONTRACT ADMINISTRATION DATA

1. Invoice Requirements

An original invoice shall be submitted to the office designated below. They shall contain the following information:

(a) Name of business and date of invoice.

(b) Purchase Order number or other authorization for delivery of supplies or services.

(c) Description, price, and quantity of property, services actually delivered or rendered.

(d) Shipping or payment terms as relevant.

(e) Name, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

(f) Statement that "This is a certified, true copy of the invoice and payment has not been received."

(g) Original signature of responsible official.

(h) Other substantiating document or information required by this contractual agreement.

Invoices without the information required above shall be returned by the Government with an explanation of the deficiencies within 10 working days of receipt of the invoice.

The original invoice shall be addressed to:

NPS, Southern Arizona Group
202 E. Earll Dr., Suite 115
Phoenix, AZ 85012

2. Interest on Overdue Payments

The Prompt Payment Act, Public Law 97-177 (96 Stat. 85, 31 USC 1801) is applicable to payments under this Purchase Order. It requires the payment to contractors of interest on overdue payments and improperly taken discounts. Determinations of interest due will be made in accordance with the provisions of the Prompt Payment Act and Office of Management and Budget Circular A-125.

3. Payment Due Date

(a) Payments under this Purchase Order will be due on the 45th calendar day after the later of:

1) The date of actual receipt of a proper invoice in the office designated to receive the invoice, or

2) The date the supplies or services are accepted by the Government.

(b) For the purpose of determining the due date for payment and

for no other purpose, acceptance will be deemed to occur on the 45th calendar day after the date of delivery of the supplies or performance of the service in accordance with the terms of the Purchase Order.

(c) If the supplies or services are rejected for failure to conform to the technical requirements of the Purchase Order or for damage in transit or otherwise, the provisions in the paragraph above of this clause will apply to the new delivery of the replacement supplies or performance of the replacement services.

(d) The date of the check issued in payment shall be considered to be the date payment is made.

SECTION G. SPECIAL PROVISIONS

1. Key Personnel

It is clearly understood that the technical work under this contract will actually be performed by the principal investigator(s). Subcontracting for special studies, field monitoring assistance, or other required assistance will be allowed. However, all subcontracts must have the written permission of the Contracting Officer's Representative (COR) prior to award by the Contractor. This provision does not prohibit the use of staff personnel or other personnel on routine work necessary to complete this contract.

It should be clearly understood that the Contractor is fully responsible for the entire technical work under this contract, regardless of the number or nature of subcontractors or staff research conducted. S/he is expected to carefully weigh and evaluate all data obtained, whether by subcontract or otherwise, as to its reliability, accuracy, dependability and integrity. People who work on this contract shall have the qualifications suitable for the job as represented by the Contractor.

2. Contracting Officer's Representative

The COR on this contract will be Kathleen Davis, Resources Management Specialist, Southern Arizona Group (602) 241-5258. S/he will provide liaison for this order between the National Park Service and Contractor and is empowered to assign work under the terms hereof to the contractor. The COR, however, is not authorized to change any of the terms and conditions of this order. Any change in terms and conditions must be made in advance, in writing, by the Contracting Officer.

The on site contact will be Glen Henderson, Superintendent, Montezuma Castle NM (602) 567-3322. He will coordinate

arrangements within the park regarding permits and staff contributions. The Contractor must contact him prior to each visit.

3. Technical Direction

Performance of the work is subject to the technical direction of the COR. "Technical direction" is direction to the Contractor that requires her/his consideration of various technical procedures, market indices, or otherwise serving to accomplish the contractual statement of work in conformance with professional standards, techniques, and procedures. To be valid, the technical direction may not constitute a new assignment, changes in the contract or extension of the delivery schedule.

Nothing contained in this part authorizes the Contractor to incur costs in excess of the estimated cost or other limitation of funds set forth in this Purchase Order. The Contracting Officer is the only individual empowered to make fee adjustments.

4. Waiver of Claims for Extra Work

The Contractor waives claims and expenses due to extra work performed in response to informal directions, suggestions or instructions (oral or written) given by representatives of the Contracting Officer, unless prior to commencing such work, the Contractor 1) directly notifies the Contracting Officer of the extra work, 2) requests a formal Purchase Order notification authorizing the extra work, and 3) receives written authorization to proceed with extra work from the Contracting Officer.

"Extra work" as used herein means the performance of any kind of work or effort or the compliance with any delivery schedules not required by the Purchase Order. "Claims and expenses" as used herein means those claims and expenses relating to such extra work and those relating to any acceleration, delays or disruptions caused by the extra work.

5. Notice to the Government of Delays

In the event the Contractor encounters difficulty in meeting performance requirements; when s/he anticipates difficulty in complying with the delivery schedule or date; or when the Contractor has knowledge that any actual or potential situation is delaying or threatening to delay the timely performance of this Purchase Order, the Contractor must notify the Contracting Officer and COR in writing to give pertinent details. This data shall be informational only in character and this provision shall not be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided bylaw under this Purchase Order.

SECTION H. CLAUSES INCORPORATED BY REFERENCE

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Copies of these clauses can be obtain at public libraries or through the Contracting Officer.

(a) Department of the Interior Acquisition Regulations (48 CFR Chapter 14) Clauses.

(b) Federal Acquisition Regulations (48 CFR Chapter 1).

Clause No.	Title	Date
52.202-01	Definitions	4/84
52.203-01	Officials Not to Benefit	4/84
52.203-02	Certificate of Independent Price Determination	4/84
52.203-03	Gratuities	4/84
52.203-04	Contingent Fee Representation and Agreement	4/84
52.203-05	Covenant Against Contingent Fees	4/84
52.203-07	Anti-Kickback Procedures	2/87
52.215-06	Type of Business Organization	4/84
52.215-11	Authorized Negotiators	4/84
52.215-20	Place of Performance	4/84
52.215-33	Order of Precedence	1/86
52.219-01	Small Business Concern Representation	4/84
52.219-02	Small Disadvantaged Business Concern Representation	4/84
52.219-03	Women-Owned Small Business Representation	4/84
52.219-08	Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	6/85
52.222-03	Convict Labor	4/84
52.222-04	Contract Work Hours and Safety Standards Act - Overtime Compensation	3/86
52.222-22	Previous Contracts and Compliance Reports	4/84
52.222-25	Affirmative Action Compliance	4/84
52.222-26	Equal Opportunity	4/84
52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	4/84
52.222-36	Affirmative Action for Handicapped Workers	4/84
52.232-01	Payments	4/84
52.232-08	Discounts for Prompt Payment	7/85
52.232-11	Extras	4/84
52.232-17	Interest	4/84
52.232-23	Assignment of Claims	1/86
52.233-01	Disputes - Alternative I	4/84
52.233-03	Protest After Award	6/85
52.243-01	Changes - Fixed Price - Alternative	4/84
52.249-04	Termination for Convenience of the Government (Services) (Short Form)	4/84

52.249-08	Default (Fixed-Price Supply and Service)	4/84
52.252-01	Solicitation Provisions Incorporated by Reference	4/84

REQUEST FOR QUOTATIONS
(THIS IS NOT AN ORDER)The Notice of Small Business-Small Purchase Set-Aside on the reverse of this form
☐ is ☐ is not applicable.

PAGE OF PAGES

1. REQUEST NO. RFQ 8601-8-0007	2. DATE ISSUED 6-9-88	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5A. ISSUED BY Southern Arizona Group Office 202 E. Earll Drive - Suite 115 Phoenix, AZ 85012 - PH: (602) 241-5255 - Malinda			6. DELIVER BY (Date) See attachment	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Kathy Davis (602) 241-5258			7. DELIVERY ☒ FOB DESTINATION ☐ OTHER (See Schedule)	
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code)	

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (Date) June 27, 1988	11. BUSINESS CLASSIFICATION (Check appropriate boxes) ☐ SMALL ☐ OTHER THAN SMALL ☐ DISADVANTAGED ☐ WOMEN-OWNED
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IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

12. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The contractor shall furnish all facilities, supplies, materials, and services to inventory trees in the visitor area at the Castle Unit of Montezuma Castle National Monument, Arizona. See attached detailed specifications and bid schedule. Please return this sheet, along with the sheet SECTION A to address in block 5A, by June 27, 1988.				

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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NOTE: Reverse must also be completed by the quoter.

14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER (Type or print)	18. TELEPHONE NO. (Include area code)

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia.

52.219-1 SMALL BUSINESS CONCERN REPRESENTATION (Apr 84)

The quoter represents and certifies as part of its quotation that it ☐ is, ☐ is not a small business concern and that ☐ all, ☐ not all supplies to be furnished will be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

The following provision is applicable if required on the face of the form:

52.219-2 Notice of Small Business-Small Purchase Set-Aside (Apr 84)

Quotations under this acquisition are solicited from small business concerns only. Any acquisition resulting from this solicitation will be from a small business concern. Quotations received from concerns that are not small businesses shall not be considered and shall be rejected.

Return this page with the Request for Quotations (SF 18)

SECTION A. SUPPLIES OR SERVICES AND PRICES OR COSTS

1. General

The Contractor shall furnish all facilities, supplies, materials, and services to inventory trees in the visitor area at the Castle unit of Montezuma Castle National Monument, Arizona.

2. Consideration and Payment

The total fixed price amount of this contract will be based on delivery of items listed below and as outlined in Section E. The contract will be awarded based on the lowest and best total price from one bidder. Partial payment will be made for the first two items, i.e., the maps. Final payment will be made upon acceptance of the species lists and final report.

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