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JOHN R. MCNAMARA, P.E., L.S.
County Surveyor
SKY K. MEDORS, P.E.
County Engineer
WILLIAM S. SCHALLIOL, ESQ.
Executive Dir. of Economic Development
ABBY E. WILES, AICP
Executive Dir. of Area Plan Commission



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DEPARTMENT OF INFRASTRUCTURE, PLANNING & GROWTH

MEMORANDUM

TO: SJC Redevelopment Commission
FROM: Bill Schalliol, Executive Director of Economic Development
DATE: March 3, 2022

RE: Professional Services Agreement
Orbis Environmental Consulting
Phase 1a Archaeological Survey – IEC Site #2

Attached to this memorandum is a professional services agreement from Orbis Environmental Consulting to perform a Phase 1a Archaeological Survey on IEC Site #2. As part of a grant the County received from American Electric Power to prepare studies in preparation of site certification of IEC Site #2, the County completed the Phase 1 Archeological Study. As the initial study identified sites of concern and further study, the Phase 1a study is required and will need to be included in the site certification submission packet. The Phase 1a study involves additional research, on-site investigation, and a final report.

The proposed cost of the Phase 1a report is \$10,245 for the archeological reconnaissance and an additional \$1,750 in the event an Archaeological Site Assessment is required. Staff would request approval of a budget amount not to exceed \$12,000.

Staff requests favorable approval for this professional services agreement.

ADOPTED and APPROVED at a meeting of the St. Joseph County Redevelopment Commission on _____, 2022.

ST. JOSEPH COUNTY REDEVELOPMENT COMMISSION

Brian Pawlowski, Member

Dennis Jordan, Member

Jason Critchlow, Member

Thomas Gryp, Member

Tyler Gillean, Member

ADOPTED and APPROVED at a meeting of the St. Joseph County Board of Commissioners on _____, 2022.

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

Andrew T. Kostielney, President

Deborah A. Fleming, D.M.D., Vice President

Derek D. Dieter, Member

ATTEST:

Michael J. Hamann, County Auditor

This Scope of Services dated March 3, 2021, pertains to an agreement between Orbis Environmental Consulting (Orbis) and St. Joseph County (SJC) for Phase Ia Archaeological Survey for the Indiana Enterprise Center (IEC) Site Certification Project in Olive Township, St. Joseph County, Indiana. (Orbis #1804002.01).

The project involves due diligence review under Certified Site programs for the State of Indiana, American Electric Power (AEP), and CSX Railroad. This proposal will examine Site 2, a parcel measuring 195 acres, as shown in an October 11, 2021, email.

Orbis completed a cultural resources desktop review for this parcel revealing that archaeological resources may occur in the project area. This scope will supplement and update the existing information.

OBJECTIVES

The goals and objectives for the services offered in this proposal include:

- ✦ Determine the presence or absence of sensitive documented archaeological and/or historic resources.
- ✦ To help determine the risk of impacting any sensitive cultural resources and provide recommendations for minimizing this risk.
- ✦ Complete a Phase I archaeological reconnaissance survey to determine the presence or absence of sensitive archaeological resources.
- ✦ Provide information necessary for SJC and other project stakeholders to consult according to regulations as applicable.

METRICS

Our measures of success include:

- ✦ Concurrence with the results of the investigations by the regulatory agencies if reports are submitted to them.
- ✦ Completion of the project within the agreed upon schedule.
- ✦ Positive feedback from SJC.

VALUE

The value that will accrue from meeting the objectives includes:

- ✦ Information on the potential risks associated with sensitive cultural resources that may be impacted by the project.
- ✦ Providing assurance to SJC and other project stakeholders that any effects to significant archaeological resources will be accounted for according to regulatory requirements and professional standards.

- ✦ Reduced overall project cost and reduced risk of delays resulting from potential project impacts to known cultural resources when activities take place.
- ✦ Completion of the project within a timeframe that meets project needs.

PHASE I ARCHAEOLOGICAL RECONNAISSANCE

Orbis will perform Phase I survey according to the Indiana Department of Natural Resources - Division of Historic Preservation (IDNR-DHPA) guidelines.

Based on available information access is available to all properties necessary to complete the reconnaissance. We assume the two parcels containing standing farmsteads will require shovel probe survey because of the lawns/vegetation obscuring the ground (<30% avg. ground surface visibility) - up to 3 acres total. We assume the remaining portions of the project area will be suitable for controlled surface collection (>30% ground surface visibility).

Archaeological Site Assessment - if necessary

If archaeological resources are identified during fieldwork as described above, our field crew will record the location of any archaeological sites, as well as relevant landscape features with a GPS unit. If fieldwork does not identify archaeological resources, we will not perform this task.

Orbis will take photographs and field notes to document the nature of the project area and any recorded archaeological sites. Orbis will submit a site inventory form to the IDNR-DHPA for any recorded archaeological sites. Orbis assumes reconnaissance fieldwork will identify no more than two archaeological sites.

All recovered archaeological material will be processed according to professional guidelines. Orbis assumes that the amount of archaeological material will not fill more than ¼ of a standard Hollinger curation box (15" x 12.5" x 10"). Any artifacts will be returned to the landowner.

Report of Investigations

The report of investigations will include the results of the desktop review, methods, results, analysis, and recommendations. Orbis will assess the significance of each recorded archaeological site according to the eligibility criteria for listing in the National Register of Historic Places (NRHP). Exhibits attached to the report will include site location maps and images.

This proposal does not include Phase II testing or Phase III mitigation tasks, tribal coordination, but our report of investigations will include recommendations for these steps if necessary. Orbis can also provide a scope for these services under a separate proposal.



SCHEDULE

The initial internal and client communications will be completed within one week of Notice to Proceed (NTP). We anticipate the fieldwork will occur in the spring or autumn of 2022 to maximize the opportunity for ground surface visibility in the agricultural portions of the project area. Orbis will submit a report within 4-6 weeks of completion of fieldwork. We may revise this schedule in coordination with SJC.



JOINT ACCOUNTABILITIES

SJC will provide the project limits, parcels, and other necessary information in an electronic format suitable for use in GIS prior to beginning the fieldwork and provide any updates to this project information in a timely manner.

Orbis will provide technical services to meet the requirements of the survey and will provide access to key staff and documentation as appropriate.



TERMS AND CONDITIONS

The fees in this proposal are valid if an agreement is reached within one year of the date of this proposal. There are no charges for administrative tasks, postage, phone, etc.

Payment for services is due within 30 days of receipt of our invoices, submitted monthly. This project is non-cancelable and agreed-upon payment terms are due as described. However, you may postpone or delay any part of the work in progress without penalty.

FEE

Phase Ia Archaeological Reconnaissance -	\$10,625
* Archaeological Site Assessment (if necessary) -	\$1,750



ACCEPTANCE

Your signature below constitutes acceptance of the terms and conditions herein. In lieu of your signature, we will proceed solely based on your payment.

For Orbis Environmental Consulting

For St. Joseph County

J Ryan Duddleson

William Schalliol, Esq.

Senior Archaeologist

Director of Economic Development

Department of Infrastructure, Planning & Growth

Date March 3, 2022

Date _____