The New Jersey Historic Trust (hereinafter Trust) was created by State law in 1967 to provide financial support, protection and technical assistance to historic sites and organizations in New Jersey. The Trust is an agency of the State affiliated with the Department of Community Affairs, with offices located at 101 S. Broad Street 6th Floor, P.O. Box 457, Trenton, NJ 08625-0457.

The Trust has been authorized by the Garden State Historic Trust Act of 1999, to administer the Garden State Historic Preservation Trust Fund which provides funding to non-profit organizations and units of government for historic site management grants and capital grants for properties listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places, and properties determined eligible to be listed in the New Jersey Register of Historic Places by the State Historic Preservation Officer.

The protection of New Jersey’s archaeological heritage is an important part of the Garden State Historic Preservation Trust Fund capital grants programs. All grants must address potential impacts to archaeological resources whenever grant-funded work includes the potential for ground-disturbing activities. These requirements are in place to comply with State Historic Preservation Office (hereinafter HPO) standards.


The archaeology consultant shall be a trained professional archaeologist who meets or exceeds the qualification standards for archaeology established by the National Park Service, (NPS) as defined in the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation (Federal Register 48:190, September 29, 1983):

In the September 29, 1983 issue of the Federal Register, the National Park Service published the following Professional Archaeology Qualification Standards as part of the larger Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation. These Professional Qualification Standards are in effect currently. Since
1983, the National Park Service has not issued any revisions for effect, although the National Park Service is in the process of drafting such revisions.

The following requirements for archaeology are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

**Archeology**

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;

2. At least four months of supervised field and analytic experience in general North American archaeology; and

3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology has at least one year of full-time experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology has at least one year of full-time experience at a supervisory level in the study of archaeological resources of the historic period.

The consultant shall also demonstrate familiarity in working with the New Jersey Register of Historic Places Act, N.J.A.C. 7:4, and the archaeological guidelines developed by the NJ Historic Preservation Office. By definition, all sites that have been awarded a capital grant from the NJ Historic Trust must be eligible for and ultimately listed in the New Jersey Register of Historic Places before the Historic Trust may disburse payments.

Please submit your proposal to the attention of Dorothy P. Guzzo, Executive Director, New Jersey Historic Trust if interested in being considered, per the terms of the attached draft *Professional Services Contract.*
Proposals should include the following:

- A brief narrative detailing services to be provided and methodology for completing the tasks.

- Firm profile with curriculum vitae of principal staff, demonstrating that your firm meets the minimum qualification standards used by the National Parks Service for Archaeology as published in the Code of Federal Regulations, 36 CFR Part 61, also attached for your convenience.

Fill out, sign, date, and return the required vendor forms attached:
- Agency RFP #FY 2011.8049.002;
- Standard Terms and Conditions;
- FY 2011 Code of Ethics;
- Source Disclosure Certification;
- Affirmative Action Form; and

Fill out, sign, date and return the Standard RFP Forms including:
- Ownership Disclosure Form;
- Disclosure of Investigations Form; and
- McBride Principles Form

All proposals are due in the office of the New Jersey Historic Trust, by 4pm on May 16, 2011. Our delivery address for packages is New Jersey Historic Trust, Department of Community Affairs Building, 101 S. Broad Street, Room 604, Trenton NJ, 08608. All proposals will be date stamped as they are received. The proposals will be opened and read at 10am on May 17, 2011. Please include an hourly rate price quote for hourly services reimbursement in an amount not to exceed $17,000.00, charged to the Trust’s FY 11 operational account as described hereinabove.

Also for your convenience is attached an overview of the grants program archaeological requirements which is included in the Grant Administration Manual for Capital grant awards which are distributed to all grant recipients.

For more information, contact:
New Jersey Historic Trust – 609.984.0473 – www.njht.org – njht@dca.state.nj.us