



DEPARTMENT OF THE NAVY  
ATLANTIC DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND  
NORFOLK, VIRGINIA 23511

2-2  
TELEPHONE NO.  
444-7521

IN REPLY REFER TO:  
09A21E:MLB  
N62470-79-B-4273

3 DEC 1979

Sy  
University of North Carolina  
at Wilmington  
Wilmington, North Carolina 28406

Attention Dr. Thomas C. Loftfield

Gentlemen:

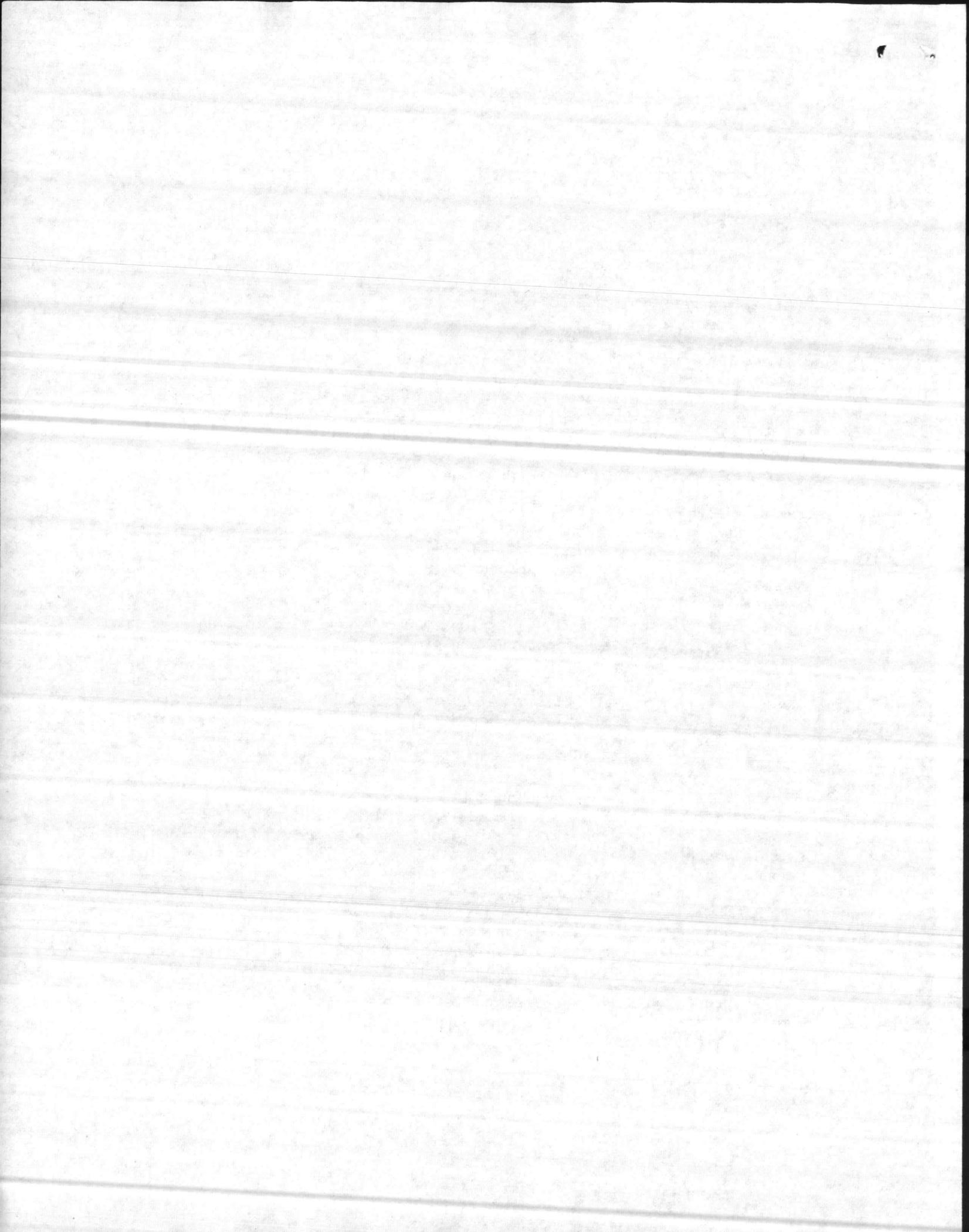
Your University has been tentatively selected to prepare an Archaeological Study of the Marine Corps Base, Camp Lejeune, North Carolina and the Marine Corps Air Station (Helicopter), New River, Jacksonville, North Carolina. Enclosures (1) and (2) define the scope of work and are forwarded to assist you in the preparation of a fee proposal. The Guide for Architect-Engineer Firms, enclosure (3), is forwarded for use as to the procedure for requesting progress payments for firms providing services under design contracts, outlined in paragraph 7.4, page 49. Your responsibility to develop a schedule for the study completion will be discussed during negotiations. It is essential that you acquaint yourself with the scope of work and set down procedures and responsibilities for accomplishment of the study prior to your fee preparation. At your request, a preproposal conference will be arranged by the Project Manager to discuss the project's scope and any questions you may have with regard to administrative review procedures and progress payments for the study.

In submitting your proposal, milestones must be established for the survey and completion of sensitivity maps, prefinal and 100% complete study submittals. These milestones should include 30 days and 45 days for Government review of the survey and prefinal submittals respectively. You will be expected to meet or better the established schedules.

Prior to any field work, you should confer with the Activity regarding operational requirements and scheduling aspects. You will also be expected to participate in a prefinal review conference to be held at the Activity after which the final submittal should be made. Should the final study be incomplete, you will be expected to make necessary corrections so that finalization will not be delayed.

If you are interested in performing this design, it is requested that a fee proposal be submitted broken down as indicated on enclosure (4). It is intended to complete fee negotiations on or before 1 January 1980.

It is requested that you complete enclosure (5) and return it with your fee proposal. Completion of this checklist will provide accurate information for contract award and payment.



For further information, please contact Mr. M. L. Bryant, P. E., Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia, telephone 444-7521, area code 804.

This letter is not intended as a commitment by the Government, and any expense incurred in preparation of the fee proposal is your responsibility. A contract award will await successful completion of fee negotiations.

Sincerely yours,

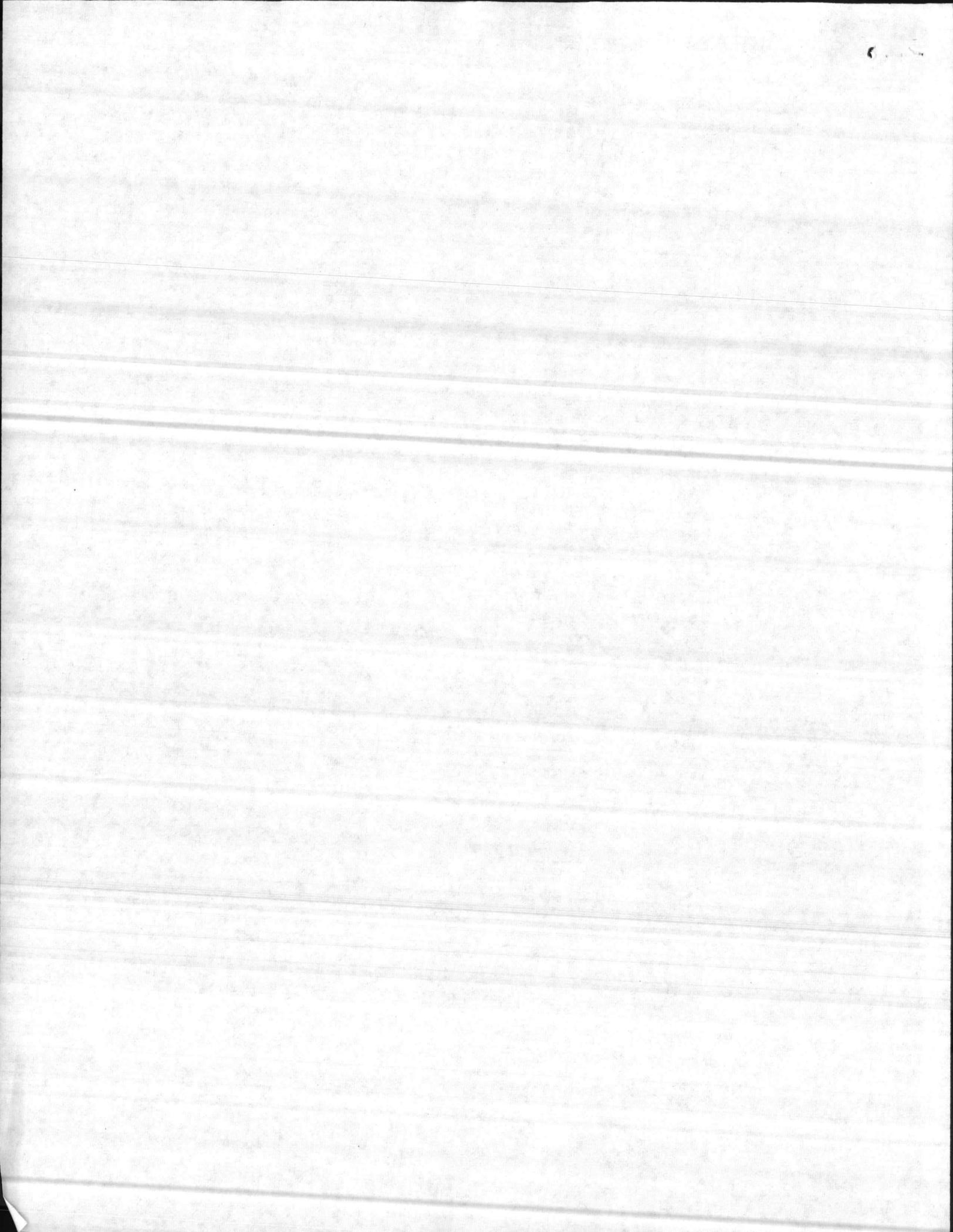
A. G. BRYANT, JR., P.E.  
Head, CONUS Branch  
Acquisition Project Management Office  
By direction of the Commander

Encl:

- (1) Scope of Work for Cultural Resources  
Reconnaissance for MCAS (H) New River  
and MARCORB Camp Lejeune
- (2) MARCORB Camp Lejeune ESR of 11 Jul 1979
- (3) 5ND LANTDIV-404330/89 (9-76)
- (4) A&E Fee Proposal Submittal
- (5) A&E Fee Checklist

Copy to:

Department of the Interior, Atlanta (w/encls (1) & (2))  
→ MCAS (H) New River  
MARCORB Camp Lejeune



## SCOPE OF WORK

### Cultural Resource Reconnaissance of Marine Corps Air Station (Helicopter), New River, North Carolina and Marine Corps Base, Camp Lejeune, North Carolina

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#### A. GENERAL

1. The work and services to be performed by the contractor shall consist of a series of tasks which will include: a comprehensive primary source review of existing literature and records; a cultural resource reconnaissance of the specific areas as described in the incorporated project description; preparation of an archaeological sensitivity map; evaluation of cultural resources on U. S. Marine Corps property located at MCAS (H) New River and MARCORB Camp Lejeune, North Carolina; preparation of a detailed reconnaissance report; and preparation of a nonarchaeological sensitive executive summary for public distribution.

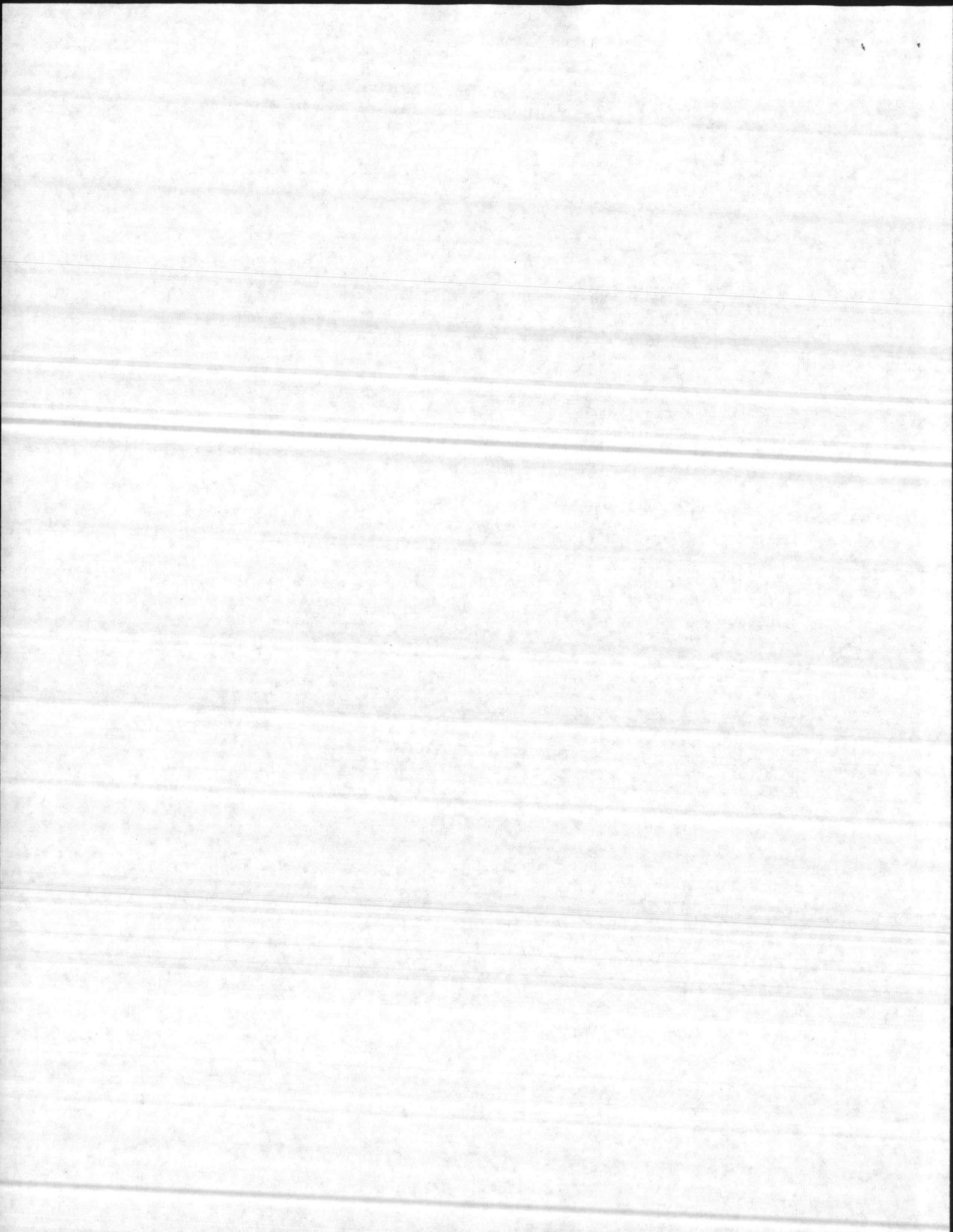
2. This work shall be done in accordance with the standards set forth in TM-5-801-1 "Historic Preservation Administration Procedures". This historic preservation regulation points out that the Federal Government shall provide leadership to protect through preservation, restoration, or rehabilitation all sites, structures, and objects of historical, architectural, archaeological, or cultural significance located on Marine Corps controlled property. To aid in the Marine Corps mission, the Department of Interior has initiated procedures for the identification, protection, and enhancement of cultural resources. These procedures set forth the responsibilities of the Secretary of the Interior and Federal agencies for identification, protection, mitigation of loss or damage, recording, and maintenance of Federally owned cultural properties and resources, pursuant to Executive Order 11593, as implemented in 36 CFR, Part 800 by the Advisory Council on Historic Preservation.

3. Cultural Resources are defined as any building, site, district, structure, object, data, either submerged or terrestrial, and that is significant in history, archaeology, or culture.

4. The goal of this reconnaissance is basically twofold:

(a) To conduct a comprehensive literature search of pertinent existing prehistorical and historical data.

(b) To conduct a field reconnaissance survey in order to inventory, locate, and identify cultural resources located on Marine Corps controlled property wherever possible and practicable.



5. This literature search, field reconnaissance, inventory, and resulting report serves several functions. It is a planning tool which will aid the Marine Corps in meeting its responsibilities to preserve and protect our cultural environment. It is also a comprehensive, scholarly document that not only fulfills the Marine Corps legal requirements but serves as a scientific reference for future professional studies as well. Further, the contractor will use the information generated by this study in the preparation of the Draft Environmental Impact Statement, now being performed under this contract.

6. The contractor shall utilize a systematic, interdisciplinary approach to conduct this study. Specialized knowledge and skills will be used during the course of this study to include expertise in the disciplines of prehistorical and historical archaeology. Ancillary skills such as paleontology, geology, and other social sciences may be utilized as required. Techniques and methodological approach used for the study shall be representative of the state of current professional knowledge and development.

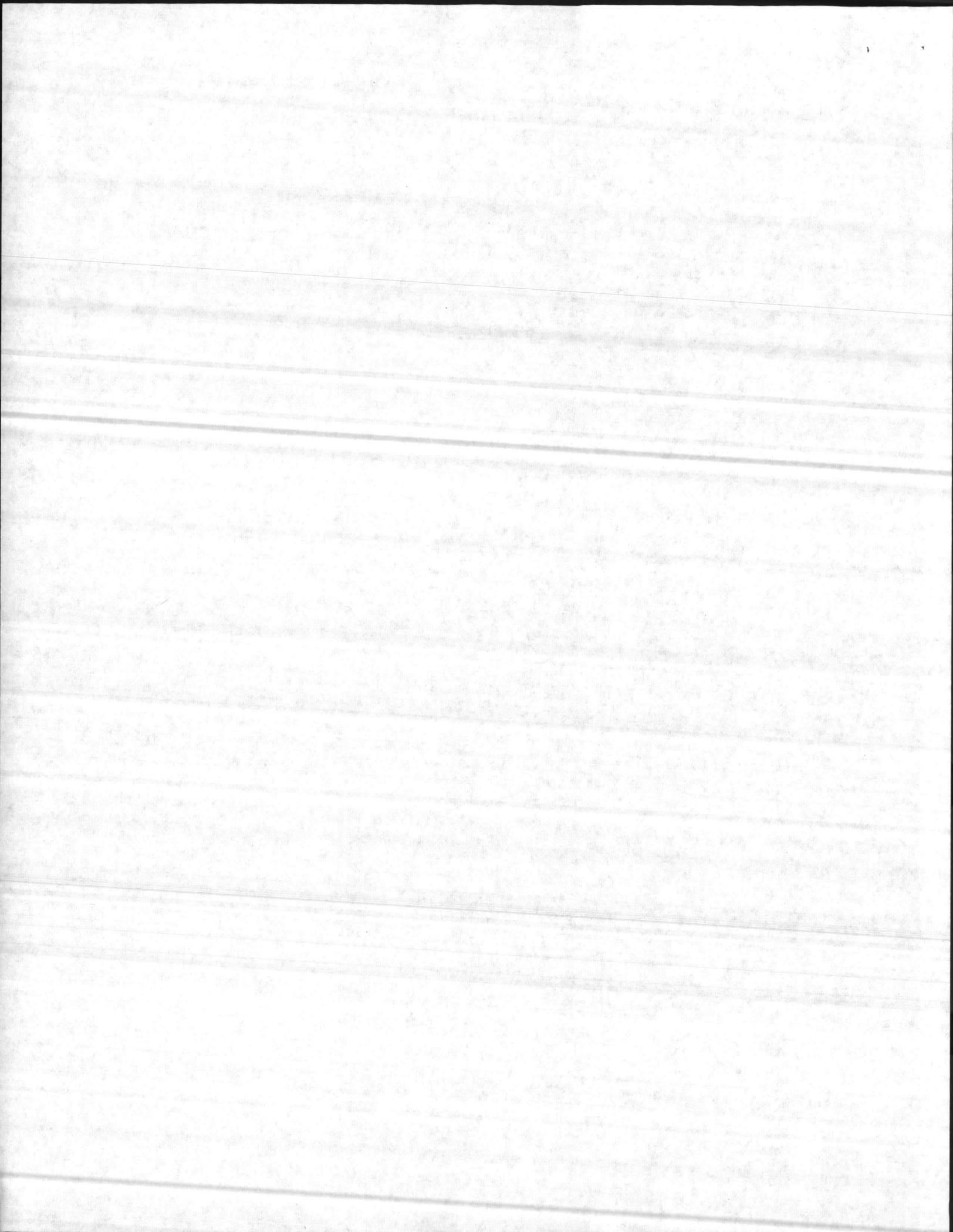
7. The extent and character of the work to be accomplished by the contractor shall be subject to the general approval and supervision, direction of the Contracting Officer or his designated Project Manager.

#### B. PROJECT AREA DESCRIPTION

1. The contractor shall conduct an on-the-ground reconnaissance of selected portion of the Marine Corps Air Station (Helicopter), New River and the Marine Corps Base, Camp Lejeune.

2. At MCAS (H) New River there are approximately 26,827 acres; 7,675 acres are designated as improved areas consisting of residential, commercial, office/administrative, industrial and service facilities existing land use areas. The other 19,152 acres are designated as unimproved areas consisting of the facilities' perimeter areas and various corner and/or open space woodlands. The initial reconnaissance should be concentrated on the 19,152 acres of this unimproved land.

3. The MARCORB Camp Lejeune has approximately 58,579 total acres. Approximately 23,969 acres are designated as improved acres consisting of residential, commercial, office/administrative, industrial and service facilities, training and transportation existing land use areas. The other approximately 34,610 acres are designated as unimproved areas consisting of the facilities' perimeter areas and various corner and/or open space managed woodlands. Much of these 34,610 acres may be the burial sites of different types of contaminated materials resulting from Marine Corps operations. CAUTION must be exercised when selecting areas of the 34,610 acres to do on-the-ground reconnaissance and limited testing. Prior to any surface walk over or testing, the contractor shall contact the appropriate officials at MCAS (H) New River and MARCORB Camp Lejeune for the purpose of locating contaminated material



burial sites, and he will become FULLY familiar with the approximate locations of these buried contaminants. Any testing strategy shall keep in mind the location of any buried contaminants.

### C. SUPPLEMENTAL GUIDANCE

1. This study shall address the acreage and accompanying selected areas described in the Project Description.

2. The literature search shall contribute to an understanding of overall culture history of the project area. All possible sources of historic cultural information that are easily obtained within a reasonable time period and effort shall be utilized. All such published as well as unpublished written material which might provide information about the area's history shall be used. Research should include, but not be limited to, addressing questions such as:

(a) What groups of people have occupied Marine Corps controlled land and vicinity, and when, during both prehistoric and historic times.

(b) How have these groups used the area, especially in terms of the resources used and settlement patterns.

(c) Attention shall be given to what role Marine Corps controlled land has played in the overall history of the region and adjacent areas.

3. Examination of written materials shall be as comprehensive as possible, within the limitations of the contract, including but not limited to such possible sources of information as:

(a) Scholarly Reports (books, journals, theses, dissertations, and unpublished papers).

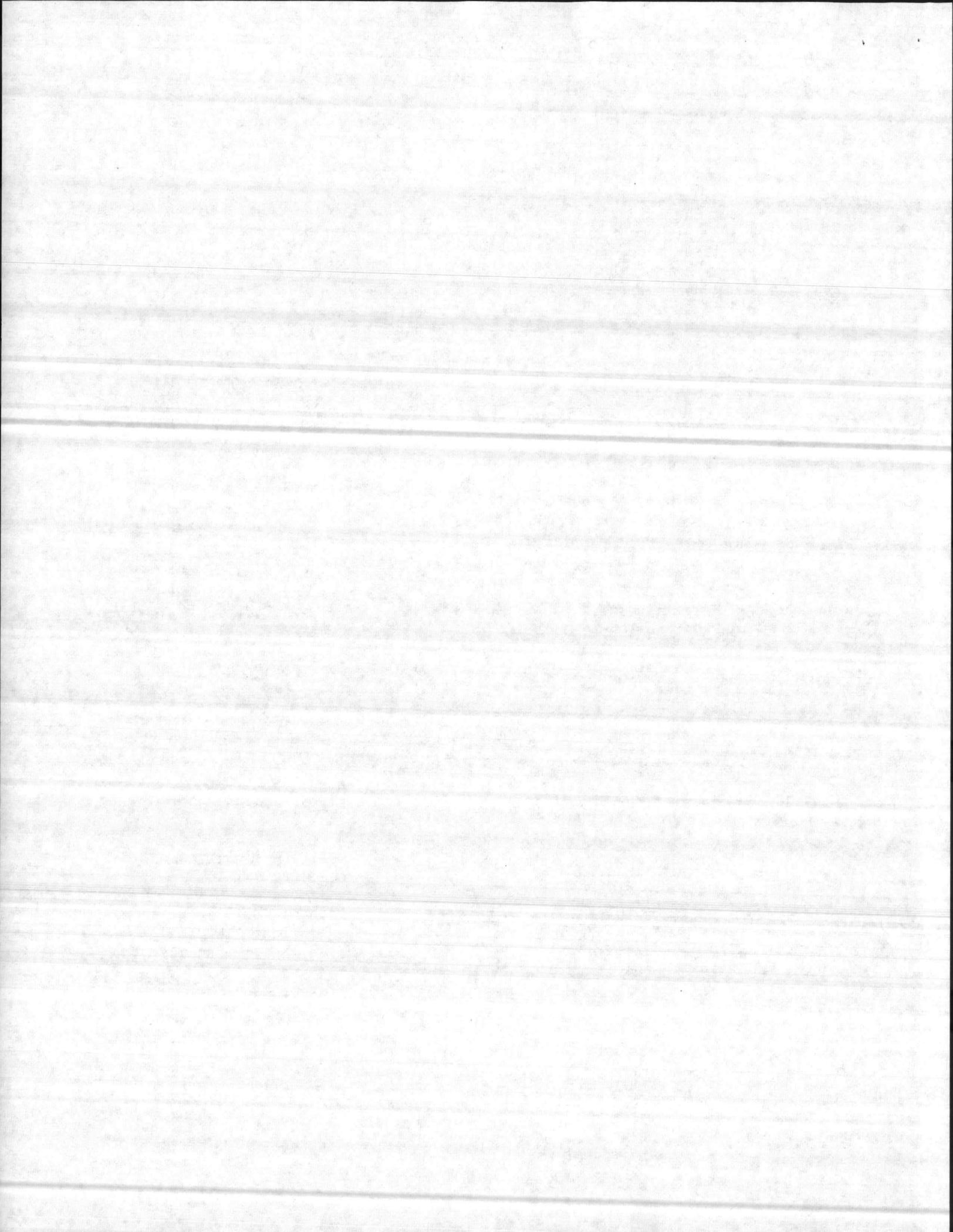
(b) Official Records (Federal, State, County and local levels, property deeds, public works, and other regulatory department records and maps).

(c) Libraries and Museums (both regional and local libraries, historical societies, universities, and museums).

(d) Other Repositories (private collections, papers, photographs, etc.).

(e) Archaeological Site files at local universities, the State Historic Preservation Office, and the State Archaeologist.

(f) Consultation with qualified professionals familiar with the cultural resources in the area, as well as consultation with professionals in associate areas such as history, geology and paleontology as required.



4. The contractor shall conduct an on-the-ground examination of selected portions of the two Marine Corps controlled facilities of MCAS (H) New River and MARCORB Camp Lejeune, North Carolina. This field reconnaissance shall be of sufficient intensity to adequately assess the general nature of cultural resources present and to determine which areas, if any, will need to be intensively surveyed during any subsequent planning contracts.

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5. This reconnaissance shall result in an archaeological sensitivity map of such type as has been prepared by the contractor for the Army's Fort Bragg, NC.

6. The contractor shall keep standard field records which may be reviewed by the Contracting Officer or his Project Manager. These records may include, but are not limited to field notebooks, site survey forms, field maps and photographs.

#### D. REPORT CONTENT

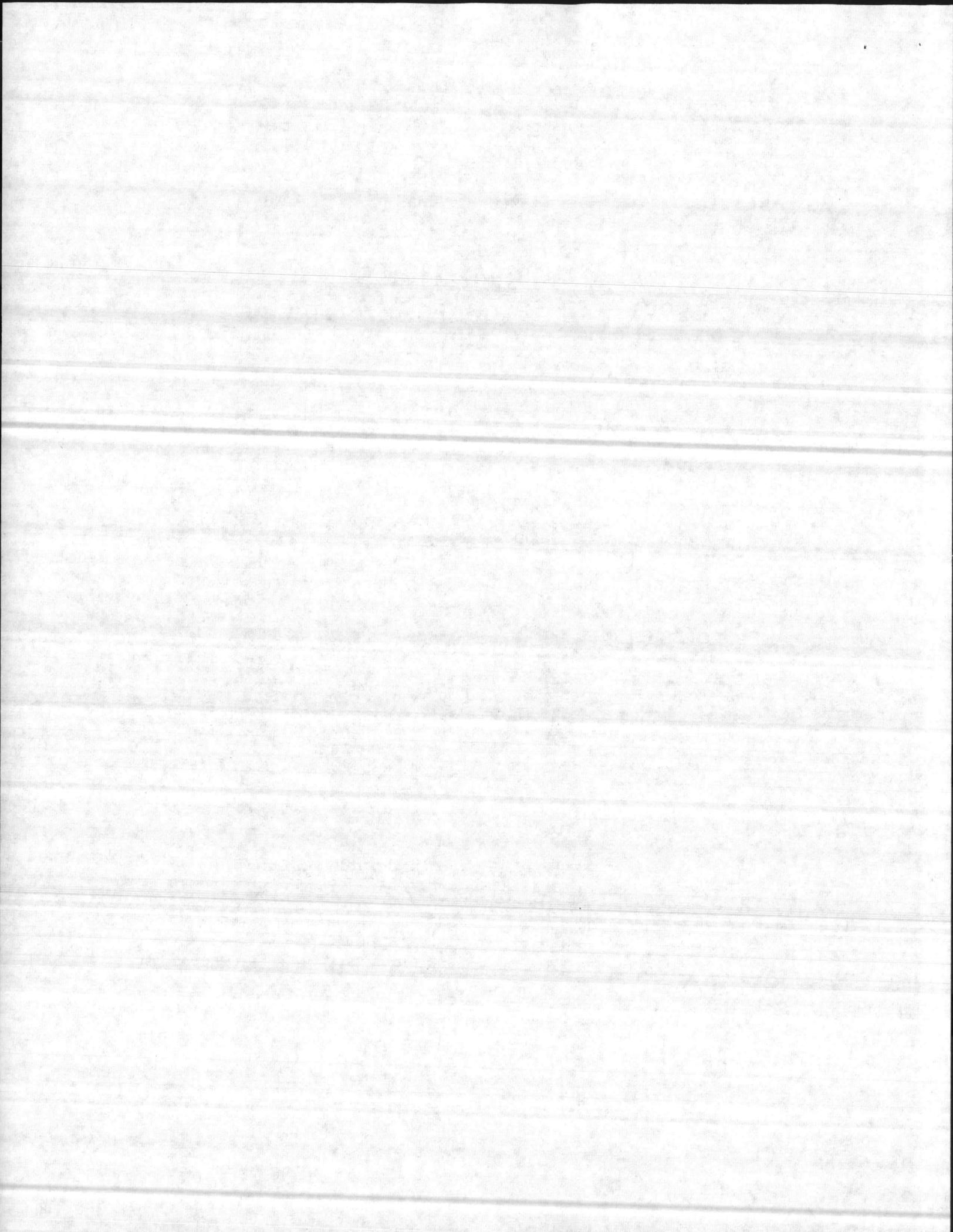
1. The contractor shall prepare a report detailing the work completed, the reconnaissance results, and recommendations for further cultural resource studies if deemed necessary. The report shall include, but is not limited to, the following elements: an abstract; an introduction; a section placing the project in a regional and, where possible, a historic context; a section on the methodology used; a brief evaluation of previous work in the area; consideration of identified cultural resources on Marine Corps property; recommendations for future cultural resource management; a concise, yet definitive summary; and a bibliography. The above items need not necessarily be discrete units but shall be readily discernable to the reader.

2. The abstract shall be a synopsis of the report where the reader may find general conclusions and recommendations of the reconnaissance.

3. The Introduction shall include, but is not limited to, the following: purpose of the reconnaissance; delineation of the study boundaries; and a general statement of the nature of the study conducted.

4. The project area shall be placed in its regional setting with regards to environmental factors affecting the location of cultural resources and the known culture history, which should be briefly summarized.

5. The methodology used for data collection and analysis shall be described in sufficient detail for a reviewer to understand what was done and why. This shall include but is not limited to a discussion of surveying and sampling procedures, recording techniques, classificatory scheme method of chronological determination and any special analytical methods and techniques used. Maps and diagrams and photographs which



show the area reconnaissance, locations of any test unit and locations of cultural resources recorded shall be included. Typical soil profiles and any features that are discussed in the report shall also be included.

6. The report shall contain a brief summary and evaluation of previous archaeological and historic studies of the region, including the dates, extent, and adequacy of past work as it reflects on the interpretation of what might be found in the project area.

7. The report shall contain an inventory of cultural resources on the Marine Corps property. This shall include, but not necessarily be limited to:

(a) Sufficient information for a determination of the aerial extent of the site, as it relates to the direct impact or projected indirect impacts shall be considered.

(b) Any properties on Marine Corps land that are recorded or are in the process of being nominated to the National Register of Historic Places, shall be noted. The "Criteria of Effect" (36 CFR 800.0) and the "Criteria of Adverse Effect" (36 CFR 800.9) shall be applied in a preliminary fashion.

8. The report shall contain a discussion of the potential for discovering cultural resources on Marine Corps property. If possible, the significance of these sites should be discussed.

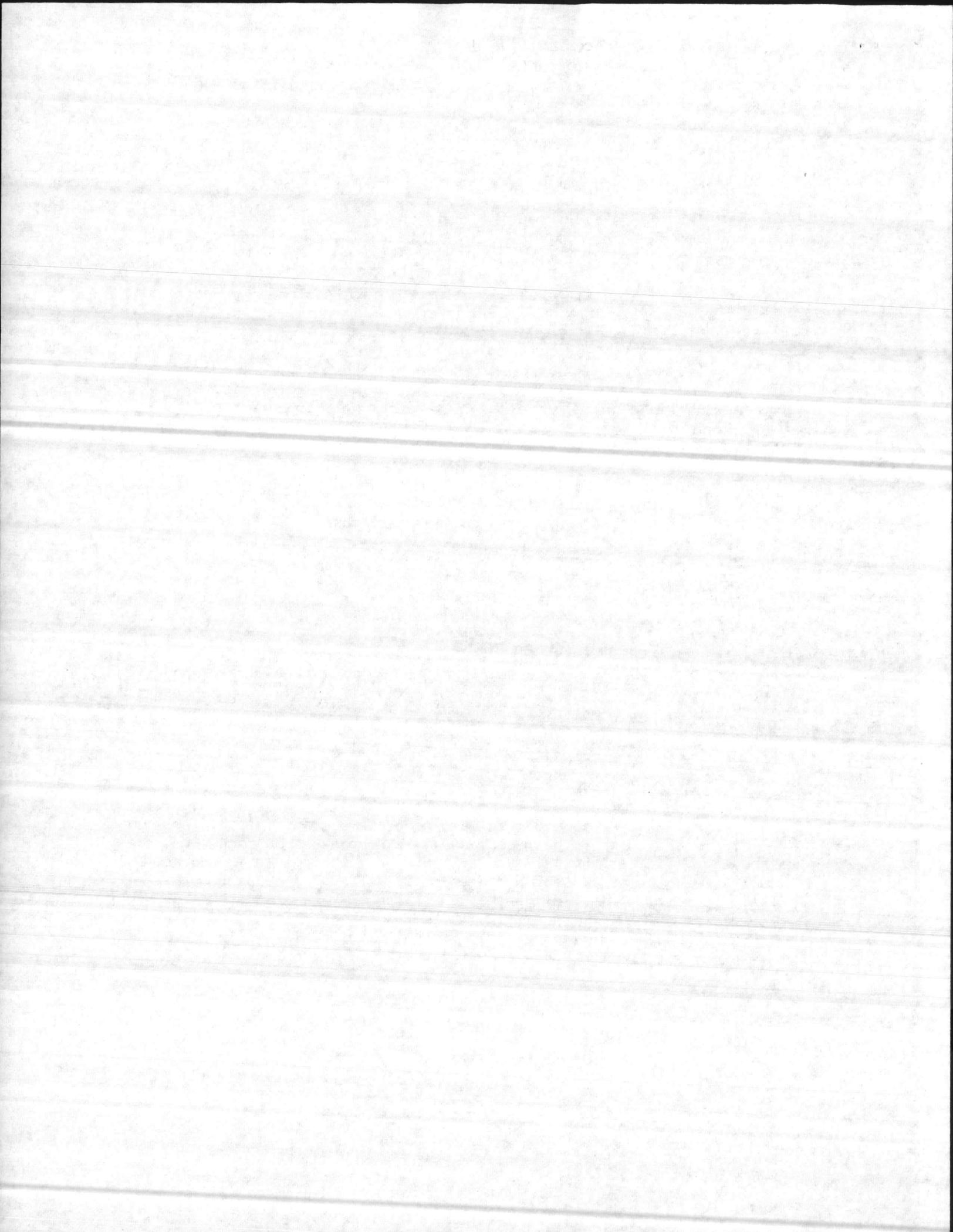
9. The contractor shall submit a comprehensive budget estimate for subsequent studies detailing intensive survey costs, should this survey be required. This estimate will be made in terms of October 1980 dollars, which will be stated within the document.

10. There shall be a brief summary of the study findings and recommendations. It should be clear from this as to what, if any, further studies will be required. If no additional work is necessary, this should be stated in the summary.

#### E. REPORT FORMAT

1. The report shall be typed on good quality bond paper 8.0 inches by 10.5 inches, with a 1.5 inch margin on the binding edge, a 1.0 inch margin on the top, and 1.5 inch margin on the bottom. All typing shall be single spaced, and the report shall be reproduced on both sides of the paper. Larger sheets, such as maps, shall be folded to accommodate this format and shall be reproduced on one side of the paper only and shall be bound on the left edge.

2. The title page of the report shall include the title and number of the contract, the contracting party, the principal investigator's name, and the date.



3. All references cited and/or utilized shall be listed in standard American Anthropological Association format. Any contacts with other individuals shall be cited as well.

4. The location of all sites, cities, towns, villages, highways, rivers, and other features discussed shall be shown on an appropriate figure.

5. Information shall be presented in textual, tabular, and graphic forms, whichever are most appropriate, effective, and advantageous to communicate the necessary information. The contractor shall give every consideration to the use of non-textual forms of presentation, particularly profile (cross-section) drawings in combination with maps, to maximize the quantity and quality of information per page.

6. All tables shall have a number, title, appropriate explanatory notes, and a source note.

7. All graphic presentations, including maps, cross-sections, charts, diagrams, and other graphic forms shall be referred to as "Figures", and all figures shall be numbered.

8. All figures shall have a title block with the following information:

(a) Name of the project and state.

(b) Title of the figure indicating the type of information presented, the geographic location of the information if applicable, and the date of the information.

9. All figures shall display a north arrow, scale, and legend wherever applicable.

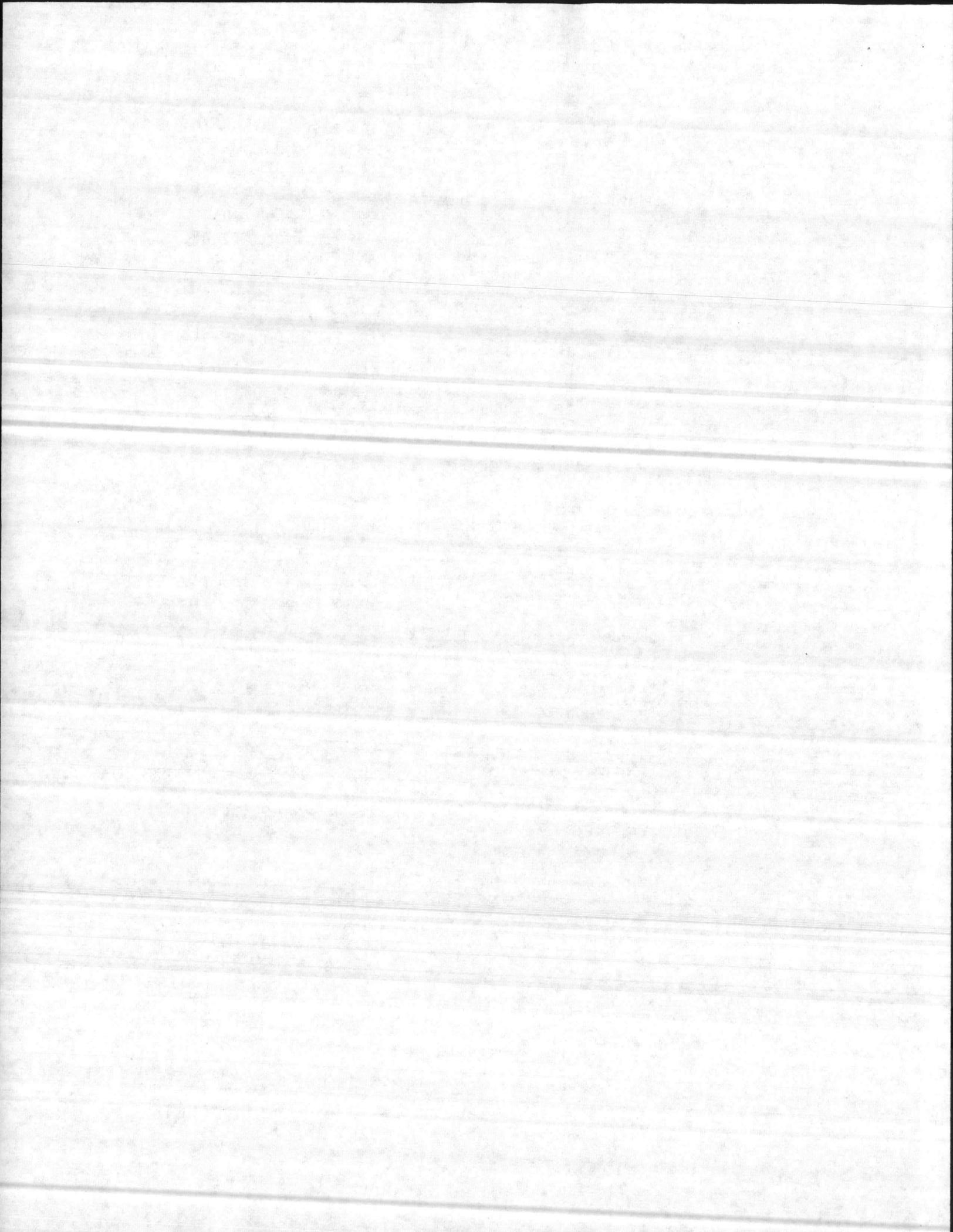
10. The location of the project area shall be clearly indicated in relation to the material presented on all figures.

11. All figures shall be 8.0 x 10.5 inches whenever practicable and should be easily reproducible by standard photocopying equipment.

12. All site locations shall be shown on the current General Site Maps for the installations.

13. In addition to street addresses or property names, sites shall be located by the Universal Transverse Mercator (UTM) coordinates whenever possible. If UTM location is not available, then standard longitude and latitude location will be utilized.

14. All measurements should be metric. If the contractor's equipment is in the English System, then the metric equivalents should follow in parentheses.



15. Diagnostic and/or unique artifacts shall be shown by drawings or photographs.

16. Black and white photographs are preferred except when color changes are important for understanding the data being presented. No instant type photographs may be used.

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17. Using the criteria set forth in Items 1 through 16 above, the contractor shall submit a separate executive summary addressing the entire study area. This summary shall be a general cultural overview of both historic and prehistoric cultural resources present in the study area. The summary shall not be site specific and shall be written for public distribution.

#### F. SUBMITTALS AND REVIEWS

##### 1. Preliminary Submittal

The contractor shall submit four (4) copies of a draft report (one to the installation and three to the District) within either 180 calendar days after the issuance of the notice to proceed or at the time of submittal for the Draft Environmental Impact Statement, whichever allows the contractor the longer work period.

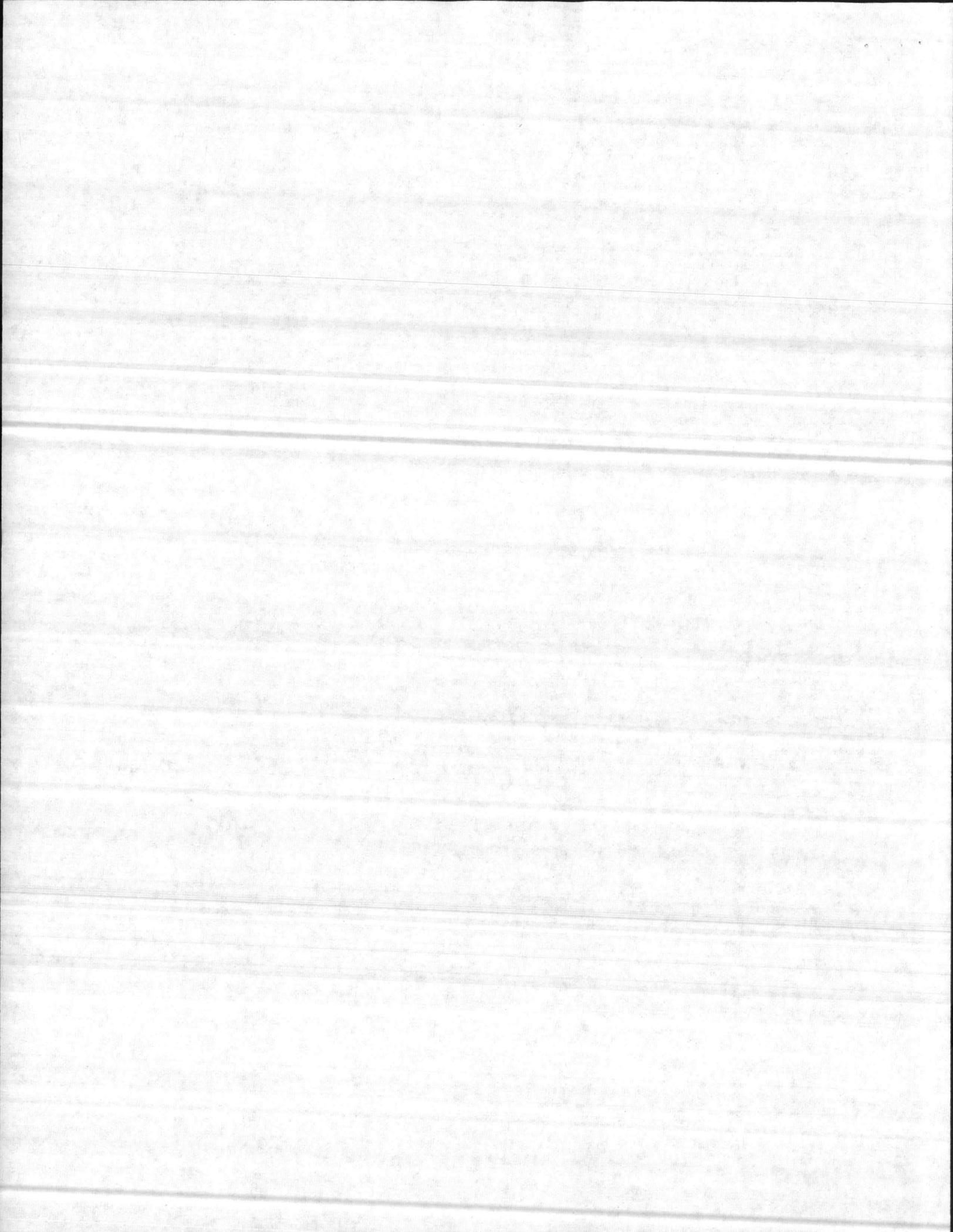
##### 2. Final Submittal

(a) Twenty five (25) copies of the report (10 to each Activity and 5 to LANTNAVFACENGCOM) will be submitted within 30 calendar days after receipt of all review comments.

(b) All report manuscripts including text and other camera-ready originals will be delivered to the Project Manager. Negatives of all photographs and/or color slides of all plates included in the final report shall be submitted.

(c) Any artifacts that may be recovered as a result of the work pursuant to this agreement will be considered property of the U. S. Marine Corps and will be submitted to the Environmental Officers at MCAS (H) New River and MARCORB Camp Lejeune with guidance as to their proper final disposition.

3. Review of the preliminary submittal will be concurrently accomplished by the Base Maintenance Department, Activity Public Works for both activities, LANTNAVFACENGCOM and the Department of the Interior. Distribution shall be four (4) copies of the preliminary report to each of the aforementioned reviewers. Review comments on the preliminary submittal will be furnished to the contractor within approximately 45 calendar days after receipt of this submittal. The contractor will be responsible for incorporating all review comments within the scope of work in the final submittal.



4. Neither the contractor nor his representative shall release or publish any sketch, photograph, report, or other material of any nature obtained or prepared under this contract without specific written approval of the Contracting Officer.

G. REFERENCE SOURCES

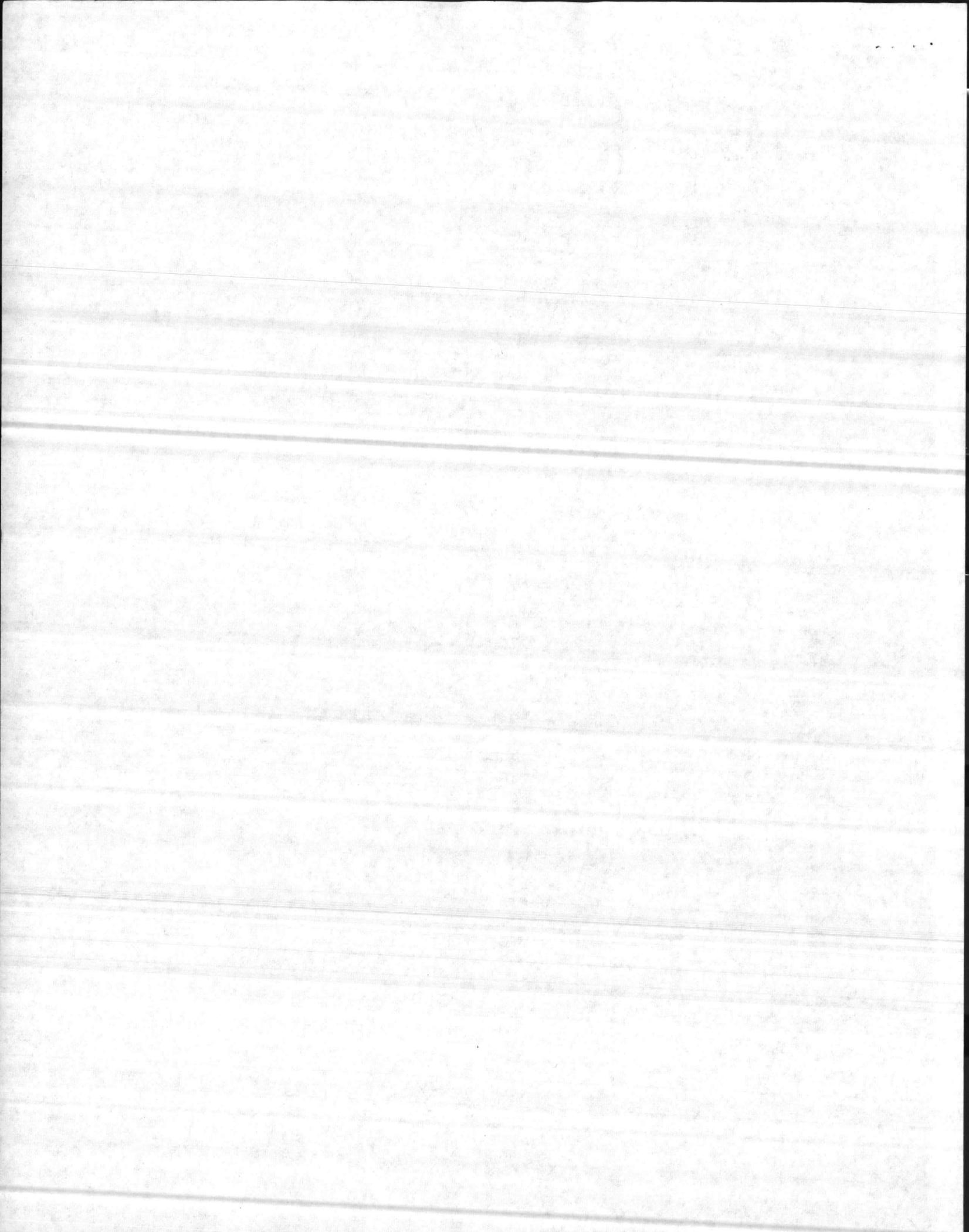
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1. Personnel Contacts

- (a) Commander  
ATTN: Code 09A21E  
Atlantic Division  
Naval Facilities Engineering Command  
Norfolk, Virginia 23511
- (b) Department of the Interior  
Heritage Conservation and Recreation Service  
Interagency Archaeological Study  
75 Spring Street  
ATTN: Dr. Harry Scheele  
Atlanta, Georgia 30303
- (c) Commanding Officer  
Marine Corps Air Station (Helicopter)  
Public Works Office  
New River  
Jacksonville, North Carolina 28545
- (d) Commanding General  
Marine Corps Base  
Public Works Office  
Camp Lejeune, North Carolina 28542
- (e) Commanding General  
Marine Corps Base  
Camp Lejeune, North Carolina 28542  
  
ATTN: Mr. Julian Wooten

F. DOCUMENTS FURNISHED

- 1. Basic Information Maps of the three installations
- 2. TM-5-801-1
- 3. Executive Order 11593
- 4. ESR from Commanding General, Marine Corps Base, Camp Lejeune, North Carolina dated 11 July 1979 with project description



DEPARTMENT OF THE NAVY  
ATLANTIC DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND  
NORFOLK, VIRGINIA 23511

TELEPHONE NO.  
444-7231

11-5-2  
Let's hold on to  
this as a sample  
reference. A  
REPLY REFER TO:  
02A4:RR:js  
N62470-79-C-4273  
14 May 1980  
Let me know when  
you keep it

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

The University of North Carolina at Wilmington (A34506)  
P.O. Box 3725  
Wilmington, North Carolina 28403

Gentlemen:

The Government hereby awards you Engineering Services contract N62470-79-C-4273 for an Archaeological Study at the Marine Corps Base, Camp Lejeune, North Carolina, and the Marine Corps Air Station (Helicopter), New River, Camp Lejeune, North Carolina, for a fee of \$54,016.00 which includes travel and subsistence. Twenty-five copies of the final report shall be completed on or before 15 February 1981. The service shall include reconnaissance of selected portions of approximately 53,762 acres, combined, at the two activities in order to inventory, locate and identify cultural resources. The reconnaissance shall include sampling, cultural/historical study in county courthouses and state archives, and development of archaeological site sensitivity maps. Three (3) progress reports (2 in Phase I and 1 in Phase II of the project) shall be provided to the Government, and a final study report shall be provided upon completion of the services, along with all historical data and catalogued items discovered.

In the performance of this work, you will comply with applicable NAVFACENGCOM design criteria, standard specifications, and any other standards or directives which may hereafter be issued to you by the Officer in Charge.

The formal contract will be prepared on the Command's standard contract form for similar projects with such modifications therein as the Command may determine proper under the particular circumstances. The contract will provide that payments will be made by the Disbursing Office, Naval Construction Battalion Center, Port Hueneme, California and the cost of the work will be chargeable to Appropriation AA1701106.2720; Obj. Class 000; Bur. Control No. 670010; Authorization Accounting Activity 067001; Trans. Type 2D; Property Accounting Activity 000000; Cost Code 023211223100; F-2038/M67001-80-RC-00043.

You are hereby directed to proceed with the work under the authority of this notice pending execution of such formal contract. The Command's standard provisions for termination, at the convenience of the Government or otherwise, shall be applicable to this notice of award and your right to proceed thereunder.

Please acknowledge receipt on the original and two (2) copies enclosed herewith and return such original and one (1) copy to the Commander, Atlantic Division, Naval Facilities Engineering Command, immediately. The second copy is for your files.

The above award accepted this \_\_\_\_\_ day of \_\_\_\_\_ 1980

Sincerely yours,

\_\_\_\_\_

/S/ WILLIAM T. MATHEWS

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON  
(Contractor)

WILLIAM T. MATHEWS, P.E.  
Director, Contract Division  
Atlantic Division  
For Commander, NAVFACENGCOM  
Contracting Officer

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name & Official Title)

Copy to:  
MCB CAMLEJ NC  
MCAS NEW RIVER, NC

09A22S 09A21E 02A4 013 05B 04AE



DEPARTMENT OF THE NAVY  
ATLANTIC DIVISION  
NAVAL FACILITIES ENGINEERING COMMAND  
NORFOLK, VIRGINIA 23511

TELEPHONE NO.  
444-7231

IN REPLY REFER TO:  
02A4:RR:js  
N62470-79-C-4273  
14 May 1980

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P.O. Box 3725  
Wilmington, North Carolina 28403

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\_\_\_\_\_ day of \_\_\_\_\_ 1980

Sincerely yours,

/S/ WILLIAM T. MATHEWS

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON  
(Contractor)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name & Official Title)

WILLIAM T. MATHEWS, P.E.  
Director, Contract Division  
Atlantic Division  
For Commander, NAVFACENGCOM  
Contracting Officer

Copy to:  
MCB CAMLEJ NC  
MCAS NEW RIVER, NC

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