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September 8, 2023

Michael Kerski
Director of Planning & Development
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Re: *Shakopee Memorial Park Redevelopment: Archaeology Monitoring Plan/Inadvertent Discoveries Plan, and Field Monitoring Shakopee, Scott Co, MN*

Dear Michael,

106 Group is pleased to submit a scope of work for the above-mentioned project. Based on the information you provided via email on August 14th and during our call on August 28th, we understand the project includes the demolition of several buildings (Shakopee Chamber of Commerce, public restrooms, picnic shelter, etc.) and associated structures (lift stations, well heads, etc.) within Memorial Park, in Shakopee, Scott County, MN. Given the archaeological sensitivity of the park, a Monitoring Plan/Inadvertant Discoveries Plan will need to be developed to ensure that archaeological monitoring is implemented in a way that complies with agency requirements and ensures that archaeological monitoring is efficiently and seamlessly integrated into the overall demolition schedule and process. Having a well-structured Monitoring/Inadvertant Discoveries Plan in place helps to facilitate clear communication with site managers and equipment operators during site work and avoid costly construction delays.

Regulatory Framework

This project will need to comply with all applicable state mandates governing cultural resources such as the Minnesota Field Archaeology Act, Minnesota Historic Sites Act, and Minnesota Private Cemeteries Act. It is understood that no federal funds or permitting will be used/required for this undertaking, so only a state regulatory framework applies. However, if it is determined that federal funds will be used for the building demolition, or if any federal permitting will be required, a federal regulatory framework would then apply, requiring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended.

This scope of work will include the following tasks:

Agency Coordination

- Coordination with OSA, MIAC, and the City of Shakopee will be conducted to discuss compliance with the Minnesota Field Archaeology Act and Minnesota Private Cemeteries Act.
- This task assumes up to 12 person hours will be required for agency coordination.
- It is assumed that project management, project startup, data/project information gathering, internal strategy, and quality control may require up to 15 person hours.

Monitoring Plan/Inadvertent Discoveries Plan Development

- Research will be conducted at the State Historic Preservation Office (SHPO) and Minnesota Office of the State Archaeologist (OSA) to identify all known precontact and post-contact archaeological and burial sites that have been previously identified in the vicinity of the project area.
- Desktop research will also be conducted to review MnModel data, historical maps, aerial photographs, topographic maps, and soils data in order to inform procedures and methods for responding to and documenting any discoveries during monitoring.
- A monitoring plan will be prepared that summarizes the results of background research, outlines protocols for archaeological monitoring during reconstruction, establishes safety and communication protocols, and includes methods for efficient documentation of any discoveries.
- The Monitoring Plan will include an Inadvertent Discoveries Plan establishing protocols to be executed in the event that archaeological resources or human remains are identified during construction monitoring.
- The Monitoring Plan/Inadvertent Discoveries Plan will be submitted to the Minnesota Indian Affairs Council (MIAC), OSA, and the City of Shakopee for review. One round of client and agency comments will be addressed.

Archaeological Monitoring

- Following completion and approval of the monitoring plan from MIAC, OSA, and the City of Shakopee, but prior to monitoring, we will coordinate all necessary field preparation, logistics, safety training, and licensing to facilitate an immediate field mobilization.

- An archaeological monitor, with oversight by the principal investigator, will conduct archaeological monitoring within the project area according to the Monitoring Plan.
- The amount of time that a monitor will be required on site will depend on the duration and scheduling of specific construction-related activities. Based on the information you provided, it is anticipated that demolition work will occur in late Fall 2023, and that the on-site demolition work will be completed in approximately five (5) days. The cost estimate below is based on five (5) 10-hour days of on-site monitoring, including drive time. If construction monitoring requires more than five (5) days of on-site monitoring, associated costs can be provided. If the construction schedule requires fewer than five (5) days of on-site monitoring, it will be a cost savings to you.
- We assume that no artifacts, human remains, or archaeological sites will be recorded.
- The Principal Investigator will obtain an appropriate archaeological monitoring license from the OSA prior to construction monitoring.

Report

- The monitor will complete daily logs documenting methods and results of monitoring, which will inform the final report.
- A draft report summarizing the methodology, results, and recommendations of the monitoring will be prepared for review in electronic format.
- It is assumed that the draft report will require no more than one round of your review and one round of agency review. A final report will be provided in electronic format for submittal to MIAC, OSA, and the City of Shakopee.

Assumptions

This scope of work does not include:

- Any review of architectural history properties or engagement with tribes to identify any potential cultural resources that may be significant to those communities. 106 Group has extensive experience with and capacity to assist with such tasks should they be determined necessary.
- Meetings, other than the level of effort detailed in the MIAC, OSA, and City of Shakopee coordination task;

- Coordination with consulting tribes or tribal monitors, or facilitation of tribal monitoring;
- Archaeological site documentation;
- Artifact treatment or treatment of human remains; or,
- Responses to unanticipated archaeological discoveries.

We request that you provide the following:

- An electronic map of the project boundaries in GIS shapefile format.
- Any previous agency communication; and
- Any other pertinent project data in electronic format.

Cost & Schedule

106 Group can complete the tasks described above for an amount not to exceed **\$27,500¹**. We can begin preparing the Monitoring Plan/Inadvertent Discoveries Plan immediately upon receipt of an executed agreement.

Because timely initiation of agency coordination is essential to meet the project schedule, drafting the monitoring plan and the initial contact with MIAC, OSA, and the City of Shakopee can begin immediately upon execution of a services agreement. An archaeological monitor can be available on-site following approval of the monitoring plan and inadvertent discoveries plan from MIAC, OSA, and the City of Shakopee, and issuance of an archaeological monitoring license from OSA.

We appreciate this opportunity to work with you on this project. If you have any questions or require further information, please do not hesitate to contact me via email at BillWalker@106group.com or phone at 651-403-8711.

Sincerely,



Bill Walker
Proposal Manager & Cultural Resources Planner
106 GROUP LTD

¹ The price quoted in this proposal is guaranteed for sixty (60) days from the date of submission. If more than sixty days elapse between submission and acceptance of this proposal, 106 Group reserves the right to make appropriate adjustments to the price.