



# Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor, Flint, MI 48502

## Neighborhood Stabilization Program 2

### Request for Proposal: Archeological Monitoring Services

BID NUMBER: LB 11-036

Due Date: Wednesday, November 2, 2011 at 4:30 pm EST

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority (MSHDA)  
The City of Flint  
Genesee County Land Bank Authority (GCLBA)

Para una versión en Español, por favor llamar a Genesee County Land Bank Authority 810-257-3088.



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# REQUEST FOR PROPOSALS – ARCHEOLOGICAL MONITORING

## INTRODUCTION

### Overview

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (GCLBA) in its capacity as manager of the Neighborhood Stabilization Program 2 (NSP2) for the City of Flint and the GCLBA. The purpose of this notice is to solicit qualifications from Professional Archeological Agencies/Firms for assistance with archeological monitoring services for properties located in targeted neighborhoods and census tracts in the City of Flint. **See Appendix A – NSP2 Boundaries and Map.**

Companies or individuals with demonstrated experience in archeological monitoring services and with an interest in making their services available to the GCLBA are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

GCLBA is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises.

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any respondents. GCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall GCLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from GCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the GCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

### **Due to time constraints both email and hard copy proposals will be accepted.**

Email proposals will be accepted, please include a scanned copy of the signature page with your proposal including the authorized representatives signature. Each proposer is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm’s name. The proposal request number and due date for this Bid is:

**PROPOSAL REQUEST NUMBER: #LB 11-036**

**DUE DATE: Wednesday, November 2, 2011 @ 4:30 PM EST**

The GCLBA follows Michigan State Housing Development Authority (MSHDA) Neighborhood Stabilization Program 2 Procurement Policies and Procedures which can be found at



[http://www.michigan.gov/documents/mshda/mshda\\_cd\\_nsp2\\_procurement\\_3316\\_22\\_7.pdf](http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_procurement_3316_22_7.pdf) and are updated periodically as changes to the policy occur. For further information on these policies, contact the Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank, 452 S Saginaw St, 2<sup>nd</sup> Floor, Flint, MI 48502; phone (810) 257-3088 ext 524; fax (810) 257-3090.

Archeological Monitoring Agencies must comply with the Genesee County Land Bank Authority Fair Housing Policy as stated below

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation or disability, is a fundamental policy of the Genesee County Land Bank Authority (GCLBA). GCLBA is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing activities. As a county governmental authority undertaking housing activities, GCLBA has an ethical as well as legal imperative to work aggressively to ensure that GCLBA housing programs comply fully with all local, state and federal fair housing laws.

For questions on Fair Housing, please contact our Fair Housing Compliance Specialist, Phil Stair at (810) 257-3088 ext 525 or [pstair@co.genesee.mi.us](mailto:pstair@co.genesee.mi.us)

### **Time of Completion**

Any agreement awarded pursuant to this RFP solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon expedited timeframe.

### **Term of Contract(s)**

Any contract awarded pursuant to this RFP solicitation shall be for a contract period ending February 10, 2013, with the possibility of an extension.

### **Number of Sites Where Archeological Monitoring Services are Needed**

GCLBA anticipates up to 80 homes will be built, renovated or demolished in the Area of Archeological Concern where the State Historic Preservation Office (SHPO) has required archeological monitoring for any ground-disturbing work. There are currently 32 demolitions, 4 rehabilitation projects, and 2 new construction homes that have been identified by SHPO as having the need for archeological monitoring for any ground disturbing work.

### **Type of Contract(s)**

It is proposed that, if a contract is entered into as a result of this RFP, it will be a time and materials contract based upon a fixed price. Negotiations may be undertaken with those respondent(s) whose proposals, based on price and other factors, as determined by GCLBA, show them to be qualified, responsible and capable of



performing the work. The determined price of the contract(s) shall be adhered to and at no time will the contractor(s) be allowed to bill for work not agreed upon.

### Questions about this Proposal

Questions that arise prior to submission of proposals can be directed to Heidi Phaneuf at the GCLBA via email at [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org) or (810) 257-3088 ext 524.

### Addendum to RFP

In the event it becomes necessary to revise any part of this RFP, addendums will be provided to all respondents via the GCLBA website [www.thelandbank.org](http://www.thelandbank.org) under the tab “Current Bids”. Please check the website regularly for addendums.

### Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Flint received \$15,772,344 and the GCLBA received \$10,710,994 for a total award amount of \$26,483,338 to assist the targeted census tracts in City of Flint.

### Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

[http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work – Archeological Monitoring

Archeological monitoring of ground disturbing work for demolition, new construction and rehabilitation work in the NSP 2 Areas that the State Historic Preservation Office (SHPO) has identified as having a potential for archeologically significant items to be discovered and that SHPO has requested monitoring be provided for. Services would be coordinated 14-10 days in advance with a date/time and location for monitoring. An hourly rate for services with a not to exceed amount per monitoring request would be utilized.

Please see **Attachment B: Archeological Consultation Process for NSP2** for additional details on the process and requirements of the archeologist. It is important that the Archeologist becomes familiar with this process.

### B. Additional Requirements

The Respondent(s) represents by submission of their proposals that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State or City Agency.

All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors.

All contractors will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, GCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

### A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in working with State and Federally Recognized Tribal Entities in Michigan with additional experience in the Flint Area and with the Saginaw Chippewa Tribe of Michigan (15 points total)

Experience in working with State and Federally Recognized Tribal Entities in Michigan	5 Points
Experience in working with the Saginaw Chippewa Indian Tribe of Michigan	10 Points
Experience in working with the Saginaw Chippewa Indian Tribe of Michigan on the Stone Street Project	15 Points

2. Availability of Archeological Monitoring Services (15 points)

Services are available for 10 hours/ week	5 Points
Services are available for 20 hours/ week	10 Points
Services are available for 35 hours/ week	15 Points

3. References (10 points)

References from 3 organizations that you have provided Archeological Services for in Michigan in the last 3 years.

4. Respondents will be awarded up to 5 points each for being a certified MBE/WBE or Section 3 business. (15 points)

5. Cost (30 points)

Highest 1/3 of proposals	10 Points
Middle Cost 1/3 of proposals	20 Points
Lowest Cost 1/3 of proposals	30 Points

## SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

GCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

## A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed three pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

## B. Threshold Requirements

These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
2. Professional References: Three (3) references organizations that you have provided services to archeological projects in Michigan in the last 3 years, including date of project, contact person and phone number, and a brief description of the project.
3. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
4. The Certification Form Note attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal response.



### C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in facilitating Archeological Monitoring services for various projects in compliance with Section 106 of the Environmental Review Process, including team's resumes. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP.
2. Experience in working on projects in the Flint Area or in cooperation with the Saginaw Chippewa Tribe of Michigan.
3. Capacity to provide Archeological Monitoring services for different projects within a short period of time. (See scoring criteria for capacity evaluation thresholds).
4. Statement of your ability to provide reports in a timely manner for monitoring services provided.
5. Pricing proposal. GCLBA may choose to retain multiple contractors for Archeological Monitoring. The proposed pricing should be based on a fixed fee per hour with travel included as a separate line item.
6. Respondents should state whether they are an MBE/WBE, Section 3 business enterprise. If so, please provide a copy of a current certification letter.

### SELECTION PROCESS

The Selection Committee comprised of GCLBA staff and potentially tribal partners or NSP 2 partners from the City of Flint or Capital Access staff whom will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

### QUESTIONS

Questions that arise prior to submission of proposals may be submitted to Heidi Phaneuf at the GCLBA via email [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org) or by phone at (810) 257-3088 ext. 524.

### SUBMITTAL DUE DATE

Responses to this RFP are due by 4:30 pm on Wednesday, November 2, 2011. **Email responses will be accepted please email them to [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org)** . For hard copy responses, each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with **the proposal number**,

**proposal name, proposal due date and time, and your firm's name.** Hard copies must be delivered to:

Heidi Phaneuf  
Genesee County Land Bank Authority  
452 S. Saginaw St. 2<sup>nd</sup> Floor  
Flint, MI 48502

## CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to GCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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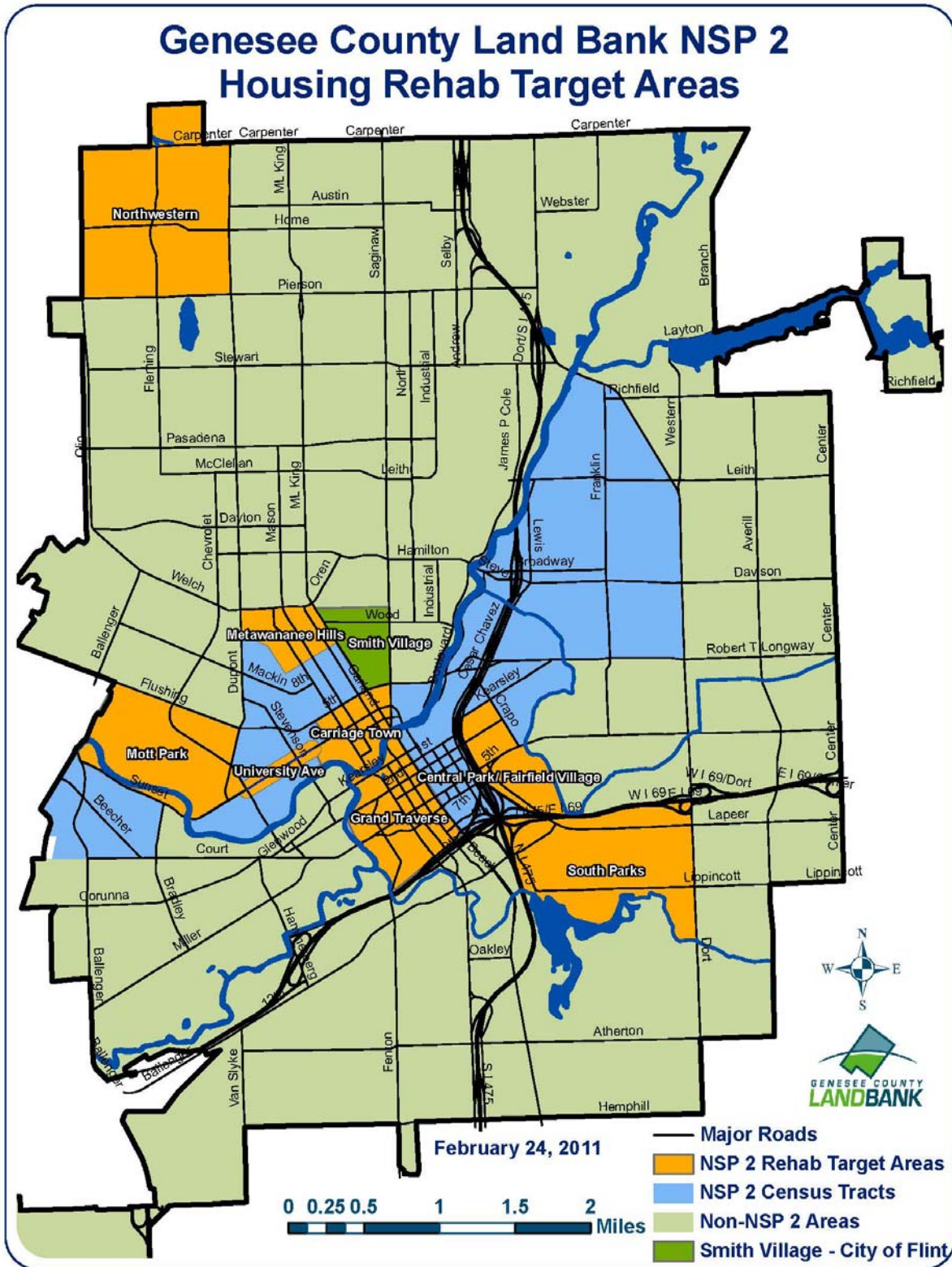
(Date)

## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification Form Note
- Evidence of Insurance
- References
- Conflict of Interest Statement & Supporting Documentation:
- Main Proposal including Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

### APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA



## APPENDIX B: ARCHEOLOGICAL CONSULTATION PROCESS FOR NSP2



## Archeological Consultation Process for NSP2

10/19/2011



**Background and Purpose:** In 2008, a Native American burial site was uncovered on Stone Street in Carriage Town Historic Neighborhood dating from ca. 800-1200 years ago. The full extent of this site has not been identified. The Genesee County Land Bank (GCLB) and City of Flint have received \$26,483,338 in Neighborhood Stabilization Program Two (NSP2) funding from the Michigan State Housing Development Authority to assist in stabilizing targeted neighborhoods in the City of Flint. The Genesee County Land Bank has several NSP2 Projects in the area near the burial site.

This Archeological Consultation Process for NSP2 has been developed to: 1) provide Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County and all potentially interested parties information related to when activities are going to be taking place in the area; 2) to coordinate the monitoring of ground-disturbing work with our local Archeologist; 3) in the situation where additional burial sites are discovered to act appropriately and with respect for the Native American Ancestors; 4) to comply with Section 106 of the National Historic Preservation Act of 1966.

The City of Flint is taking the lead on creating a Programmatic Memorandum of Agreement for future work in these areas with the Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County, U.S. Department of Housing and Urban Development, Michigan State Housing Development Authority, and Genesee County Land Bank. The parties are currently in the process of developing an agreement defining an archeological consultation process for future work in the area. Since this agreement will take several months to develop, this interim process is proposed to facilitate NSP2 activities currently underway to renovate and demolish blighted properties within the area.

### Archeological Consultation Process:

1. **SHPO Consultation** - Genesee County Land Bank and City of Flint will send requests for consultation to the State Historic Preservation Office (SHPO) on all NSP 2 activities undertaken in the Archeologically Sensitive Area.
2. **SHPO Response** – Within 30 days of submittal, we will receive notification from SHPO of any properties that have the potential to be Archeologically Significant. If a property is found to be Archeologically Significant we must have an Archeologist on site during any other ground disturbing work related to demolition or rehabilitation and notify Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County when this work is planned to take place. If this occurs we will move onto step 3.

**3. Section 106 Review 30-day Notice to Potentially Interested Parties** – As part of the Section 106 Review Process the Genesee County Land Bank will provide Federally and State Recognized Native American Tribal Communities with an opportunity for consultation, questions, or additional information about the work to be performed at sites that are part of the NSP2 Program. A certified letter to the Federally and State Recognized Native American Tribal Communities will be sent requesting any interested parties to respond within 30-days of the receipt of the letter.

**4. Scheduling of Ground Disturbing Work** – 1) If a demolition is planned, the City of Flint Demolition Department will notify the Genesee County Land Bank 14-days in advance of the date the demolition of the basement is scheduled to occur; 2) If ground disturbing work is to be performed as part of a rehabilitation or new home construction the Community Housing Development Organization or GCLB General Contractor will notify the Genesee County Land Bank 14-days in advance.

This notice to the Genesee County Land Bank and directed to Heidi Phaneuf, Community Resource Planner, [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org) . Email is the preferred method of contact to ensure timeliness of the noticing in step 4, hand delivered requests will also be accepted.

This email notice shall include the following information about the project:

- Address or parcel ID of the property where work will be performed
- Description of the work to be performed (i.e. demolition, porch footings, digging new basement, etc.)
- Date and time when ground disturbing work will be performed
- Statement requesting Archeological Monitoring

**5. Schedule with the Archeologist** – GCLB will contact our NSP2 Archeologist in advance of the ground disturbing work and let them know of the date and location of the work to be performed. GCLB will make sure that the Archeologist is available for the date and time proposed by the Contractor. If the Archeological Monitoring cannot take place at the date and time proposed, the GCLB will inform the Contractor who will propose a new date and time.

**6. Notification of Tribal Councils and Groups** – 10-days prior to the commencing of ground disturbing work, GCLB will send a letter via certified mail to Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County with the date, time, location and description of work to be performed that is ground disturbing in nature an email group will also be created and emails with the same information will be sent out to interested parties and individuals. This letter will include an invitation to be present while this work is performed, contact information for questions about



the work and a statement that if the Tribal Council or Group does not respond to this request it is understood that they do not have issues or concerns about the project.

7. **Commencing of Ground Disturbing Work-** No ground disturbing work shall take place before the Archeologist is on-site or during a time frame outside of those identified in the letter to the Tribal Councils and Groups. GCLB staff will make every effort to have a representative also be on-site for the ground-disturbing work.

**Demolition Process** - Demolition crews can take the house down but should not remove the basement foundation until the Archeologist is present. The foundation walls should then be carefully pushed into the hole exposing the soil profile. The Archeologist will inspect the soil profile for Native American remains and artifacts and determine if any are present.

8. **If features, archeologically significant artifacts, human remains or other archeological evidence is discovered-**

- Ground disturbing work will be halted and the Archeologist will determine the appropriate steps to take to investigate the discovery.
- If human remains are found the Michigan State Police or local law enforcement, SHPO, MSHDA, HUD, the Advisory Council on Historic Preservation, and Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County will be notified immediately, all work on the project will be immediately halted and the site will be secured with 5 to 6 foot chain link fencing.
- If Native American remains or artifacts are discovered they will be treated with respect and dignity. The Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County will be immediately notified and the site will be secured with 5 to 6 foot chain link fencing within 24-hours.
- In the event that a burial is identified, care will be taken to ensure that the burial pit is thoroughly excavated and all human remains are recovered.
- If items of Archeological Significance are discovered, all interested parties will be brought together to discuss how to move forward and recommend a course of action within 30-days of the finding of these Significance Artifacts.
- If artifacts are recovered in association with a burial, the Archeologist will document those items.
- All archeological materials observed that are not in association with burials will be documented. Standard archeological records will be kept of all excavations with the exception that no human remains will be photographed.

- All human remains recovered from the project will be examined by a physical anthropologist.
  1. To the extent possible, the physical anthropologist will determine the number of individuals present, including the number of individuals represented in each burial pit.
  2. The physical anthropologist will compile demographic information for the human remains, including age and sex of the individuals.
- At the conclusion of these procedures, the appropriate Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County will be given the opportunity to return all human remains and associated funerary items.
- If an archaeological site (artifacts, features, etc.) is discovered that includes no evidence of human remains, the archaeologist will document and recover all archaeological materials within the area that will be disturbed by the project. Standard archaeological records will be created documenting all observed and recovered archaeological data. According to state law, artifacts are the property of the land owner. The Genesee County Land bank is the property owner for most, if not all, NSP2 projects. In the event that an archaeological site is found in the course of a project, the recovered artifacts and records will be transferred to the State Archaeologist for curation.
- Any NSP2 funds that have been expended under the program to date for the work undertaken at the site will become expenditures under the appropriate eligible use category's general / infeasible projects account and will be reimbursed by MSHDA and HUD up to the amount of NSP 2 investment at the time of the discovery up to \$50,000 per project site. The appropriate Federally and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County shall have the right of first refusal to purchase property after NSP2 activities are closed out on the site. A report will be provided to SHPO detailing the activities undertaken, the items found and the course of action taken.
- Genesee County Land Bank only has NSP2 funds to complete this work, the cost of artifact recovery and internment paid for by the Land Bank will not exceed funding limits allowed by HUD and MSHDA under NSP2.

**9. Archeological Monitor Reporting –**

- If no remains or artifacts are discovered, the Archeologist will sign-off on the GCLB Archeological Monitoring Form at the site, letting the GCLB staff present and demolition/ rehabilitation crew know the site is okay for completion of the demolition/ rehabilitation. After the GCLB Archeological Monitoring Form is completed and provided to the GCLB, then if it is a demolition, the basement can be fully removed and the soil brought into the site to fill the hole or if it is a rehabilitation/ new construction project the footings poured can be poured, utilities installed, etc. The Archeologist may

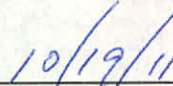
recommend another course of action and will inform the GCLB and Contractors about the process.

- If no remains or artifacts are discovered, a written report will be completed by the monitoring archeologist within 14 days of the monitoring and provided to the GCLB, MSHDA, SHPO, and Federal and State Recognized Native American Tribal Communities and Other Indigenous Organizations with interest in Flint and Genesee County stating that nothing of archeological significance was found.
- In the event of an archaeological discovery, a written report will be completed by the monitoring archaeologist within 30 days of the completion of the monitoring. The report should include a brief description of the project and its location, the type of activity involved (demolition, rehab work, etc.), methodology employed to monitor the ground disturbing activity, archaeological features and/or artifacts observed and recovered, and results and recommendations. The report should also include a map indicating the location of the project, and any photos of the work in progress, or archaeological features and artifacts as necessary.

I, Douglas K. Weiland, Executive Director of the Genesee County Land Bank hereby certify that the Genesee County Land Bank and all subcontractors will follow this process when Archeological Monitoring is required as part of the Section 106 Environmental Review Process.



\_\_\_\_\_  
Douglas K. Weiland, Executive Director  
Genesee County Land Bank



\_\_\_\_\_  
Date