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**LINDA STONE, MA, RPA**  
Archaeological Consulting

A woman-owned business providing archaeological consulting services to government agencies and their prime contractors in the New York City Metro area since 1992.

## NEWSLETTER

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### THE LATEST FROM LINDA

Greetings to All,

Now that the summer is firmly behind us and days are getting shorter, it seems like there is more to squeeze into the work day. Such is autumn.

I'm happy to report I'm back on Governors Island and working with QC Terme. It is an Italian spa and resort company that has locations throughout Europe and is building their first day spa in the U.S. here in New York City. It's a very exciting project and a great team of professionals!

In my last issue, I started a series about the archaeological process and discussed the best practices for including archaeology in your projects. Since we all realize the best laid plans don't always go smoothly, I want to address some of the concerns you've shared with me. This issue tackles the situation where you've been awarded a contract, but did not consult with an archaeologist on your proposal. If there are any future topics you'd like to hear about, please feel free to reach out and let me know.

Enjoy your day,  
Linda

### WHAT YOU NEED TO KNOW

#### "OOPS, I GOT A PROJECT, BUT DID NOT CONSULT AN ARCHAEOLOGIST ON THE PROPOSAL." NOW WHAT?

Your concern is obviously about money and time, so let's break it down and look at these concerns one at a time.

- Budget - Not having your archaeologist on board for the proposal is not necessarily a bad thing. This is because if the RFP included mention of archaeology and you were selected without including an archaeologist in your proposal, it is likely the project sponsor has budgeted for archaeology. Alternatively, if they did not originally anticipate the need for an archaeologist and it was not in the RFP, they would have to issue an amendment or a change order so the budget would be covered that way. Either way, hiring the archaeologist should not affect your proposed budget.
- Schedule - If you didn't include the affect archaeology may have on your schedule, it could be scary - but it doesn't have to be. Once a project is awarded, there is generally plenty of time before mobilization to hire an archaeologist, but there are things you should plan to do well in advance.
  - Submission of an archaeological work plan (AWP)
    - This is the document that will provide the blueprint of how archaeology will work on your specific site. It will detail expected archaeological resources and methods that may be used to identify them in the field. Depending on the size of your project and the amount of data available, preparation of the AWP could take your archaeologist anywhere from a few days to a few weeks.
  - Agency review
    - Determine who needs to review the AWP and how long they will need. Does the sponsoring agency require an internal review before the document is submitted for archaeological review and permitting? If you're project is in New York City, will the Landmarks Preservation Commission (LPC) conduct the archaeological review or will the State Historic Preservation Office (SHPO) or is review required from both agencies?
  - Pre-construction archaeological testing
    - Does your AWP call for pre-construction testing? If so, you should discuss scheduling with your archaeologist as soon as you can so that archaeology can work seamlessly with your schedule.

Try to bring your archaeologist on board as soon as you can because, in most cases, she will need to prepare documents for permitting. You will have to provide her with a description of the scope from the sponsor, any correspondence provided by the archaeological review agencies which the sponsor has received and a copy of the site plans so the potential impacts to archaeological resources can be evaluated. The archaeologist will assess this potential and provide the required documentation for the review agencies so you can get your permit(s).

TIP: Once the archaeologist provides you with the documents you need, you should actually read them. This is because they will detail how archaeological work may affect your schedule, even if the archaeologist does not recommend field work. If you are wondering why there could be delays when no archaeological field work will be needed, the reason is because when you're required to hire an archaeologist, the review of their work product by permitting agencies will be necessary to obtain your permit(s). This even includes a recommendation for no field work. The review agencies will take time to review the archaeologists reports and recommendations. That time is time you need to include in your planning.

The bottom line is - be sure you understand the time frames before you set your schedule in stone!

Next issue - Yikes! I've already mobilized and they stopped the job because I didn't have an archaeologist.



With QC Terme's Filippo Nosotti and Lorenzo Del Bianco on Governors Island.

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