

Solicitation No.:
5P420-23-0148/A

Amendment No.:
00

Contracting Authority:
Daniel Nguyen

Client Reference No.:
N/A

Title:
Archaeological Services – Tulita, NWT

1. Parks Canada Mandate

On behalf of the people of Canada, Parks Canada Agency (PCA) protects and presents nationally significant examples of Canada's natural and cultural heritage, and fosters public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

2. Reconciliation in Parks Canada

Parks Canada's *Mapping Change: Fostering a Culture of Reconciliation within Parks Canada* includes actions to support reconciliation with Parks Canada and a specific commitment to "engage with Indigenous Knowledge Holders and experts to ensure effective mechanisms for involvement of Indigenous peoples in design and decision-making of archaeology projects".

3. Objective

To acquire archaeological services from a professional archaeological Consultant (the Contractor) to carry out an archaeological impact assessment (AIA) and mitigation for the Parks Canada Agency Tulita Office and Staff Housing Project, Nááts'ihch'oh National Park Reserve in Tulita, Northwest Territories. The goals of the archaeological investigation include, but are not limited to, AIA of areas identified in the 99%/100% plans not previously assessed, mitigation of targeted locations that will be impacted from construction, block excavation in the area related to the mechanical and electrical service line trenching, defining the vertical extent of the archaeological deposits below 90cm and construction monitoring (as optional service). The results of this AIA will inform whether there are additional mitigation measures to protect buried archaeological and cultural resources from the development project activities. The archaeological site corresponding to the Tulita infrastructure development is highly significant, it is critical that impacts are limited and collection of data through proper archaeological methodologies related to the ancient occupation is achieved prior to construction and loss of access and/or damage.

4. Background: Parks Canada Property in Tulita, NWT

Parks Canada Agency (PCA) purchased three lots (30 and 30A Bear Rock Drive) encompassing approximately 1.09 hectares in Tulita, Northwest Territories to support the management and operations of Nááts'ihch'oh National Park Reserve. The property is bordered by the Mackenzie River (south) and Bear Rock Drive (north). The PCA property is located just east of the Mackenzie River and Great Bear River juncture with the Great Bear River connecting the Mackenzie River to Great Bear Lake. This region is culturally significant with both rivers serving as travel corridors over thousands of years. Archaeological investigations have been limited within the Tulita area. Identified archaeological sites are a combination of contemporary, postcontact and precontact Indigenous sites. Site types vary and include historic barge landings, trails, campsites and lithic scatters. There has also been a fur trading presence in Tulita since 1851 with 15 trading sites documented for Fort Norman (presently known as Tulita) that include both trading companies and individual traders. The PCA property at Bear Rock Drive was used as a trading post with windmill and blacksmithing shop. There were other historic structures on the property that pre-date 1950 based on an air photo review during the Phase I ESA and Indigenous knowledge by local community members. Community members visiting the site during the 2022 AIA shared that the Tulita property corresponds to one of three significant annual gathering places for families returning from the mountains and other areas in the fall.

5. Background: Previous Archaeological Investigations

There was minimal archaeological investigation on the property in the past with two areas identified to have historic and precontact artifacts, one along the riverbank and the other within Mr. Hardy's garden (previous landowner). The 2022 archaeological investigations by Parks Canada identified a stratified precontact site dating to at least 4,300 years ago within the footprint of the Tulita Infrastructure Project with archaeological deposits at the north end of the property corresponding to the site identified in the 1970s along the riverbank where cut, perforated and folded birchbark was excavated 100cm below surface. They were identified at the time of excavation by John and Elizabeth Yakeleya as portions of a seat for watercraft; and that this style of seat was still used within their lifetime.

Archaeological impact assessments (AIA) were completed in 2021 and 2022 on the Parks Canada property in response to development plans for the Nááts'ihch'oh National Park Reserve Park office and visitor centre. The 2021 AIA focused on an initial proposed development area that was smaller than what was proposed in the 2022-33% development plans. The project footprint expanded, and the design package outlined extensive ground impact for the construction of the two main buildings – the park office/visitor centre and a housing structure. The 2022-33% design plans were used to focus the AIA work in 2022 with a testing program that covered a larger area with deeper excavation units than the former AIA. It was

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discovered that the 2021 contracted archaeological testing did not go deep enough to identify a stratified multi-component archaeological site extending to over 90cm below surface.

Charcoal and bone samples collected during the 2022 investigation were submitted for AMS dating. The samples were selected from undisturbed stratigraphic layers between 49 and 95 cm below ground surface that also contained artifacts. Samples selection also included site locations at the west and east areas of the property within the 33% plan footprint of the project area. The archaeological deposits date to 1,769 to 4,299 years ago between 49 and 95cm below ground surface. The site on the Parks Canada Tulita property is highly significant because it is a multi-component stratified site extending to more than 4,000 years ago. There has been limited archaeological investigation in the Tulita, Great Bear River and Mackenzie River area. The test excavation in 2022 did not go beyond a birch tree and bark deposit between 70 and 120cm below surface. There is potential that the archaeological deposits extend deeper than is possible to excavate in 40cm x 40cm test units. There is a high potential for there to be deeper older deposits at this site.

Dates by depth: 1,769-1,853 years ago at 59-62cm below surface, 3,836 to 3,925 years ago at 49-55cm, 2,491 to 2,660 years ago at 50cm below surface, 2,850 to 2,970 years ago at 52cm below surface and 3,240-3,372 years ago at 59-63cm below surface and 4,148-4,299 years ago at 90-95cm below surface.

6. Background: Tulita Office and Staff Housing Project

The Tulita property will be developed by demolition of two existing buildings (plus building removed in 2022); renovation of two existing buildings and construction of an office and visitor centre, housing complex, biomass boiler and pellet storage silo along with other infrastructure such as driveway, parking, fencing, flagpole, moose skin boat exterior display, trail to the river and landscaping including grading and tree and shrub plantings. The 99% and 100% plans were reviewed to evaluate level of ground impact to protect cultural and archaeological resources through either mitigation, avoidance or a combination of both. Archaeological requirements take into consideration the age of the site and depth of deposit relative to construction impacts.

Archaeological impact assessment and mitigation locations include:

- Construction trenches related to electrical and mechanical underground utilities between Building 2 (office/visitor centre), Building 1 (staff housing), Building 4 (biomass boiler & pellet storage silo) and Building 5 (storage shed);
- Trenches related to underground utility power lines from power pole along Bear Rock Drive;
- Ground disturbance related to grading and moving the access road, rehabilitating the old access road and installation of a new driveway and parking areas;
- Areas related to building 2 that will exceed 0.30-metre ground impact excavation depths below ground surface; such as the impacts between 0.40-metre to 0.60-metre depths below ground surface;
- Ground disturbance related to demolition including but not limited to buried infrastructure removal;
- Posts, anchors or pads for sign installation, flagpole and moose skin boat pad that exceed 30cm below surface;
- Trail from Building 2 to the bank edge along the Mackenzie River as this footprint was outside the scope of the 2021 and 2022 impact assessments; and
- Areas associated with tree and shrub removals, and small shrub plantings. Preference (previous advice) was to avoid ground impact and cut trees flush to ground with stumping; which will only be done where feasible (limited site locations). In areas below gravel road base-course materials, tree stumps will be removed from the ground to prepare an adequate sub-grade.

7. Scope of Work: Phase 1: Archaeological Impact Assessment

Phase 1 archaeological impact assessment is targeted at location of project impact that have not been previously assessed based on the 99% and 100% construction plans and within areas of disturbance that will impact known precontact archaeological deposits to recommend adequate mitigation locations prior to construction impact.

Archaeological field and laboratory work will follow the standards and practices of PCA as provided by PCTAR.

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PCA will provide the Contractor with the footprint/locations and associated project activities that will involve ground disturbance of concern. This will be referred to as “project footprint”.

7.1 Archaeological Test Unit Excavation

The Contractor is required to carry out an AIA archaeological test unit excavation within the project footprint including, but not limited to:

- Locations of ground impact that were not previously assessed during the 33% AIA such as the buried utility mechanical and electrical (power) trenches, trail, moose skin boat pad, and grading that will exceed 30cm depth below surface;
- Within the mechanical and electrical trench to identify a location for block excavation; and
- Confirmation of anomalies identified during the ground penetrating radar (GPR) survey.

The shovel test units will be strategically placed based on professional judgement and environmental factors within the above locations to determine nature and extent of *in situ* archaeological resources. The test units should be placed at staggered intervals. The test units should begin at 5m apart and jump to 10m if test units contain recently disturbed deposits on top of sterile soil. If there are *in situ* archaeological resources, then the testing should revert back to 5m intervals. If archaeological features or historic building foundations are located, then test unit interval should be adjusted to capture the edges of these features. This may also be achieved through 20-30cm wide trench(s), depending on depth of cultural deposits.

The shovel tests will be at least 40 cm x 40cm (at top and bottom of test) excavated stratigraphic layer at minimum 5cm intervals into *in situ* sterile soils. The 5cm interval will not apply to recently disturbed deposits.

All soils will be screened through 6 mm (¼ inch) mesh for artifact recovery. All artifacts will be collected and bagged by lot provenience.

All tests will be backfilled with original spoil and the area returned to a pre-excavation state.

Modern debris (post-1950) recovered from a test pit *does not* indicate a positive test. However, the test pit should be recorded as containing modern debris and documented as per the Shovel Test Recording Form. Modern debris will be documented in the field notes and field recording forms according to stratigraphic provenience, and presented as evidence to support stratigraphic interpretation(s) in the report. Material not collected will be returned to the test pit, prior to backfilling. Examples of modern debris (post 1950) includes, but is not limited to, plastic, plastic/foil packaging, Styrofoam or other recent synthetic products, wire-cut nails.

7.2 Development of Additional Mitigation Measures

The findings of the AIA will be used to identify locations for mitigation and block excavation. Depending on the findings from the above investigations, additional mitigation measures may be required if significant finds are located (such as but not limited to fur trade deposits and/or significant precontact Indigenous occupations).

The Contractor will develop recommendations for archaeological mitigation measure(s) relative to the potential archaeological resource(s) to be impacted and communicate them to the PM and PCTAR so that a determination can be made if mitigation of a portion of these potential finds will be required and to confirm a location for Phase 2 block excavation.

8. Scope of Work: Phase 2: Mitigation

The visitor centre/park office is being placed over top of a multi-component archaeological site. A portion (sample) will be mitigated through block excavation to understand the nature of the buried intact precontact deposits. This could correspond to the mechanical and electrical trench. The block excavation will need to be wide enough to extend to the depths of archaeological deposits and into sterile deposits. Shoring and safety measures must be implemented where required.

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Mitigation will include, but not limited to:

- Block excavation corresponding to a portion of the electrical and mechanical trench running between Building 2 (office/visitor centre), Building 1 (staff housing), Building 4 (biomass boiler & pellet storage silo) and Building 5 (storage shed);
- Areas related to building 2 that will exceed 0.30-metre ground impact excavation depths below ground surface; such as the impacts between 0.40-metre to 0.60-metre depths below ground surface;
- Ground disturbance related to demolition including but not limited to buried infrastructure removal;
- Posts, anchors or pads for sign installation, flagpole hole excavation;
- Areas associated with existing tree and shrub removal as well as planting of new trees and shrubs; and
- Other areas of significance that may be identified during the test excavation.

Mitigation will involve archaeological excavation as outlined below.

9. Scope of Work: Phase 3: Monitoring

The results of the Phase 1 and Phase 2 archaeological investigation will determine requirements for construction monitoring to address the accidental discovery of significant archaeological deposits (artifacts, features). The scope of any required archaeological monitoring will be recommended by the Contractor in consultation with PCTAR. The archaeological monitor must be a professional archaeologist qualified to hold a Parks Canada Research and Collections permit.

Note: the scope of work for phase 3: Monitoring will be an 'Optional' scope of work with separate pricing from the phase 1 and phase 2 scopes of work. There is a potential that phase 3 scope of work is completed in 2024, dependent on construction contractor's submitted schedule. There is also a possibility that the phase 3 scope of work could be completed in late 2023 season (~ October), to coincide with phases 1 and 2 scopes of work. As this element is presently un-defined in terms of (a) the extent of monitoring required for the site, and (b) the timing of construction schedule – Parks Canada requests that this Phase 3 Scope of work be Excluded from your main proposal pricing for Phases 1 and 2.

Request for this Optional pricing to be completed under Annex B - Basis of Payment, and split as:

- (1) a proposed baseline cost (lump sum) for preparation time prior to Field time; materials / tools & equipment / supplies including shipping; travel costs to and from the project site for monitoring; and closeout and/or reporting time following Field time; and,
- (2) a 'daily rate' inclusive of daily expenses (labour / personnel time), and accommodations / meals (travel costs) for the Field time of monitoring.

*Note this daily rate is currently estimated at 5 business days; and will be finalized by agreement prior to Optional Services being exercised.

Also provide Contractor parameters for the minimum required notification timeframes from Parks Canada, in order to communicate requirements, to enable travel and mobilization of monitoring archaeologist to the project site.

Phase 3: Monitoring would only be executed after (1) submission of a contemplated change proposal, for review by Parks Canada, and consideration and negotiation of fees (which would be a combination of the Optional Pricing submitted), and after (2) final change order approved by PCA Contracting Authority.

10. Community and Knowledge Holder Involvement TBD

Local elders may be present and on-site during the field work at their discretion. The Contractor will work with and/or alongside the elders.

Archaeological field and laboratory work will include opportunities for Indigenous youth for capacity and skill development.

11. Prior to Commencement of Fieldwork

- a. The Contractor must submit an on-line application for a Parks Canada Research and Collection Permit (RCPS) (http://www.pc.gc.ca/apps/rps/page1_e.asp). As the primary permit holder, the Principal Investigator, representing the

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Contractor, and the Contractor are responsible for all responsibilities identified in the general conditions and any special conditions identified within the permit. No archaeological work can commence until the RCPS permit has been approved.

- b. The Contractor for the AIA must ensure or obtain utility locations for all areas to be tested as described above.
- c. The Contractor must meet once, by phone, with the PM, PCTAR and other Parks Canada staff as appropriate in order to ensure the Project requirements and engagement context are understood, to identify any issues and establish a communication protocol for the duration of the project.
- d. Site number and other relevant Parks Canada provenience information will be provided to the Contractor by PCTAR at the beginning of the contract with start numbers and instructions on their use in cataloguing artifacts, maps, field notes, photographs, etc.
- e. Contractor must validate with the PCTAR how they will use the Parks Canada provenience system with the exact numbers they will use (i.e., Operations, Sub- operations, Lots, artifact catalogues, cataloging photographs, maps etc.). All errors that do not respect the provenience system and start numbers provided must be corrected by the Contractor at their cost.
- f. The Contractor will provide PCA with a Health and Safety Plan, to be approved by PCA prior to commencement of fieldwork.

12. Archaeological Documentation Requirements

During all stages of archaeological investigation, the Contractor shall record all archaeological resources encountered during the project. All recording where applicable will follow the procedures and guidelines listed in the *Parks Canada Archaeological Recording Manual: Excavations and Surveys* (<http://www.pc.gc.ca/eng/docs/pc/guide/fp-es/index.aspx>).

- a. Archaeological control through stratigraphic excavation is required for all excavation units. Arbitrary levels may be assigned within stratigraphic layers.
- b. The general stratigraphy and any significant variance in the stratigraphy, such as the appearance of additional stratigraphic layers, and/or significant change in thickness, soil content and/or colour, is also to be recorded, and the representative stratigraphy of these units photo-documented. Soil descriptions are to include, but need not be limited to, soil types, colour, composition, inclusions, thickness, interpretation, nature and stratigraphic relationship of deposit(s).
- c. All positive shovel test pits must be recorded individually using a Shovel Test Record Form.
- d. If the stratigraphy is not clear nor evident through photo-documentation, a profile drawing of each unit wall containing differing stratigraphy will be produced by the Contractor.
- e. To-scale, As Found plan view drawings of features and structural remains of heritage value, encountered during the investigations, are to be produced by the Contractor. These drawings are to be clearly labelled with the appropriate provenience information and may be in digital format.
- f. The Project Area(s) and excavated shovel test pits must be documented with photographs as follows:
 - Overview of the project area environment.
 - All positive shovel test pits with close-up and contextual views.
 - Representative sample of negative shovel test pits with close-up and contextual views.
 - All photographs (except overview of the project area) must include a north arrow and scale; *in situ* sterile soils will be clearly evident.

Photographs must be digital in .jpg or .tiff format and in high resolution to support 8x10", 300dpi or equivalent. They will be catalogued following the format provided by PCTAR.

- g. Parks Canada requires all Archaeology Research and Collection permit final submissions to include digital spatial data

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as shapefiles. The spatial data set(s) should include:

- All horizontal co-ordinates to a maximum error of 5 metres.
- Centroid location of any newly identified sites (point).
- Identified features (point, line, or polygon).
- Site limits as determined by the investigation (polygon).
- All positive shovel test locations (point location) and excavation units/blocks (polygon and centroid point).
- The extents of each area assessed.
- Any other spatial data relevant to the assessment (confirm with PCTAR).

- h. Archaeological field recording including; field notes, drawings and photo records, will be catalogued, packed and delivered in such a way as to be compatible with the *Parks Canada Collections Standards* outlined in the *Parks Canada Archaeological Recording Manual: Excavations and Surveys*. Parks Canada will provide the appropriate archaeological site numbers, provenience and photographic catalogue numbers to be used.
- i. The Contractor must use archival quality recording material (e.g. acid-free paper, ink, pencil) for all field and laboratory recording. If electronic field recording is implemented, a paper and .pdf copy of all notes will be submitted to the PCTAR.

13. Deliverables

All deliverables must be submitted and approved by PCTAR prior to final payment and closing of the contract.

13.1 Letter for Mitigation Measures

The Contractor will communicate in writing to the PM and PCTAR if there are any recommendations for archaeological mitigation measure(s) relative to the potential archaeological resource(s) that may be impacted as a result of the proposed project. These recommendations will be reviewed by PCTAR in consultation with the Contractor prior to final submission. The letter must list the provenience location(s), significance and extent including depth. This should be communicated when the find(s) become apparent so that possible mitigation measures within the scope of this project can be determined. If there are no mitigation measures, this too must be reported to the PM and PCTAR within fourteen (14) days of the AIA completion.

13.2 Draft Report

Unless otherwise agreed to in writing, the Contractor must produce a draft report, to be submitted as per the schedule outlined below. The draft report will include findings from the archaeological work and recommendations for all archaeological sites and features uncovered, with appropriate photographs, maps and/or profile and plan view drawings.

The report at a minimum must include:

- **Introduction:** stating the scope of the archaeological work undertaken.
- **Historical Background:** PCTAR will provide the Archaeological Overview Assessment that can be used as background. An overview of the Indigenous and historic land-use. PCTAR will provide background documents including the land-use studies included in the ESA, Archaeological Overview Assessment and air photos.
- **Method:** describing documentary, field, laboratory, and analytical methods employed.
- **Results:** detailing the archaeological resources identified, including interpretation and analysis of the archaeological resources encountered in the study area.
- **Interpretation:** of stratigraphic sequence and temporal phasing for the archaeological deposits encountered as applicable to the project and associated discipline of archaeology.
- **Interpretation:** description of artifacts and archaeological resources collected in the field.
- **Conclusions:** what archaeological and/or cultural resources are present, the significance to be inferred from their presence, potential heritage value and their locations.

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- **Mitigation measures:** the Contractor will provide recommendations as to what, if any, additional mitigation investigations may be required (such as excavation, monitoring or additional recording) to preserve sufficient record of the archaeological resources.
- **Photographs:** all photographs must have the appropriate PCA catalogue number referenced.

13.3 Final Report

Unless otherwise agreed to in writing, ten (10) business days following receipt of comments from Parks Canada's review of the draft report, the Contractor must produce a final report. The final report for the archaeological work is to be signed and submitted by the Principal Investigator, who was granted the Parks Canada Research and Collection Permit. The Final report will be reviewed and approved by Parks Canada.

Two (2) bound originals of the final report will be submitted. One will be submitted to the PM and the second will be submitted to PCTAR.

Unless otherwise specified, all final reports, including embedded images and tables, will also be submitted via a secure file transfer and must be:

- Free of computer viruses;
- Formatted and accurately matched to the paper versions. Electronic versions that do not accurately match the paper versions will be rejected, and correction at no extra cost will be required;
- Submitted in Adobe Acrobat format (pdf);
- When creating the Adobe Acrobat format (pdf), ensure that all fonts required by the document are embedded and that copying of text is permitted;
- Submit in high resolution;
- It is acceptable to submit the various sections of the report as appropriately labelled and organized separate files. However, a single, consolidated file must also be submitted;
- Compatible with standard Microsoft Windows fonts;
- Clearly labeled, including title, permit number, project name, site number, Contractor group name, and the date;
- Organize/label the files in a logical, user-friendly fashion;

13.4 Artifacts

All artifacts and artifact catalogues are to be provided in both paper and electronic format (MS Excel) and delivered to the PCTAR within thirty (30) days of the completion of final report. Artifacts are to be processed, inventoried and packaged, by the Contractor, using archival quality materials and according to the standards of Parks Canada (See Appendix D).

13.5 Field Records

A copy of all original records (i.e., field notes, photographs, drawings etc.) and a copy, in both paper and digital format, are to be delivered to the PCTAR within thirty (30) days of the completion of the final report. If any electronic field recording is implemented, a paper and .pdf copy of all notes will also be submitted to the PCTAR.

The Contractor will be required to complete and submit provenience information in electronic format.

For digital photographs, the file name of each photograph will match the Parks Canada catalogue number (e.g., the catalogue number for field photograph #2330 will be 150H2330E and will correspond to the photograph file name 150H2330E.jpg). An image catalogue in electronic format (MS Excel) must be supplied with the digital photographs and will include for each digital image the source number (e.g. USB memory stick number), digital image number, provenience number, the author, the date of creation, direction taken, and a brief subject caption.

All field drawings (maps, plans, elevations, etc.) are to be duly catalogued. Each record is to contain the following information: site, project name, provenience number, description, scale, date of production, cross reference (e.g., page numbers) with field notes.

The next catalogue numbers for each type of field record will be provided by the PCTAR.

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13.6 Maps

Maps will be included in the final report. The Contractor will provide the collected mapping data set(s) as shapefiles (.shp and auxiliary files) to Parks Canada. All shapefiles should be packaged as winzip files with all auxiliary files included. Map packages, geopackages and geodatabases will not be accepted, though geodatabases can be submitted as additional documentation. All layers must be clearly labelled with appropriate metadata attached (i.e. name of consulting company, date of acquisition (yyyy-mm-dd), method of positioning and precision, provenience number or Borden (if applicable). All data should be in Geographic Decimal Degree format, NAD83, and when possible, comply with the North American Profile of ISO 19115 - Geographic information - Metadata (NAP - Metadata), published by the Canadian General Standards Board.

14. Schedule

The following table outlines the proposed schedule for this Project from Contractor Call-up to Completion:

Table 1 Estimated Project Schedule	
Task Name	Total Time/Deadline
Start-up Meeting	Within 5 business days after award of Contract
Permitting	Start Permitting process 3 weeks prior to Field Work mobilization to Tulita ; approval to be in place prior to Field Work.
Archaeological Impact Assessment – Field work – Scope of Work Phases 1 and 2	Before 15 November 2023
Archaeological Impact Assessment – Draft Report	Within thirty (30) days of completion of field work
Archaeological Impact Assessment – Final Report	Ten (10) days following PCA review of draft report (which PCA will turn-around a review within twenty-one (21) days of receipt of Draft report)
Submission of Final Report, Artifacts, Field Records and Maps	Within thirty (30) days of the completion of the final report

15. Co-ordination and Communication

The Contractor will provide regular briefings to the PM and PCTAR, providing progress updates on the state of the investigations; summaries of the findings, with appropriate photographs and spatial data (e.g. gps co-ordinates, mapping); and recommendations for archaeological mitigation measure(s) encountered.

Where the Contractor can implement immediate mitigation measure(s) on archaeological resources of heritage value, this must be communicated in writing to the PM and PCTAR. Approval must be provided by the PM, based on advice of the PCTAR, prior to the Contractor implementing the mitigation measure(s).

16. Weather Delays

PCA will not be responsible for any weather delays to the project. If work is not possible due to weather, the Contractor will only be permitted to charge for artifact processing and/or report writing, as appropriate.

Contractor is responsible for the supply and install of all hoarding, tarping, and temporary heating facilities, to be provided and utilized only as-required, on an as-needed basis determined by consulting archaeologists, to ensure archaeological works can proceed and be completed by 15 November 2023. No additional payment shall be made for the inclusion of heated or tarped or hoarded facilities for the field work.

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17. Parks Canada's Responsibilities

Parks Canada will provide the Contractor with access to the relevant documents for the Project and relevant reports pertaining to previous archaeological investigations prior to the commencement of fieldwork.

Parks Canada will provide all required site numbers, provenience information and starting numbers for cataloging artifacts, maps and photos to the Contractor.

Parks Canada will arrange, only as-required, local excavation company to remove top layer of gravel surface of existing roadway to enable archaeologists' access to the utility trenches' locations, or other archaeological testing locations, which are planned to be located under existing roadway. This activity requires close coordination upon contract award, to be supported by consulting archaeologist.

18. Contractor's Responsibilities

Ensure a safe working environment for their staff. All applicable health and safety laws, regulations and requirements must be adhered to.

Execute the scope of work and provide the deliverables described above.

Archaeological field and laboratory work will follow the standards and practices of PCA including:

- Parks Canada's Archaeological Recording Manual: Excavations and Surveys
<http://www.pc.gc.ca/en/docs/pc/guide/fp-es/>
- Parks Canada's Cultural Resource Management (CRM) Policy
<http://www.pc.gc.ca/en/docs/pc/poli/grc-crm/>
- Standards and Guidelines for the Conservation of Historic Places in Canada
<http://www.historicplaces.ca/en/pages/standards-normes.aspx>
- Management Directive 2.3.1 HUMAN REMAINS CEMETERIES AND BURIAL GROUNDS. All cemeteries, burial grounds, human remains, funerary objects, and grave markers found in the project area are subject to the *Management Directive 2.3.1: Human Remains, Cemeteries and Burial Grounds* (Parks Canada 2000). Human remains are not considered archaeological resources. If human remains be encountered, all activities must be halted and the Cultural Resource Management Advisor or Resource Conservation Manager and Field Unit Superintendent must be notified. The archaeology Contractor must await further direction from the Cultural Resource Management Advisor or Resource Conservation Manager and Field Unit Superintendent before proceeding with any further activity.

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Appendix A: Artifact Processing and Inventory Standards

- a. The procedure for collecting artifacts during fieldwork is designed to avoid a situation where retrieved artifacts are separated from the record of their provenience. Artifacts from different operations, sub-operations and lots should not be inter mixed. All artifacts from any excavation unit, shovel test pits, or discrete surface location must be put into their own unique, acid free and water resistant artifact bag (plastic boxes and acid free tags may be used).
- b. Artifacts removed from saturated grounds must remain wet until they can be transferred to Parks Canada for further assessment and treatment. Artifacts requiring specialized intervention must be brought to the attention of PCTAR for further instruction.
- c. All artifact processing, cataloguing and inventory must follow Parks Canada standards and the Parks Canada Archaeological Recording Manual: Excavations and Surveys.
- d. All stable artifacts that can be washed will be washed. Items that cannot be washed due to their composition or stability will not be brushed or will be dry brushed when appropriate.
- e. A record number is given to each artifact inventory entry, however, objects can be grouped as long as they are of the same type and not considered a major diagnostic (i.e., projectile point, bottle finish, base with maker's mark, etc.). A total count must be provided. For example, a group of blue transfer print, refined white earthenware, body sherds may have one record number; e.g., 1230021 as long as a total count is provided.
- f. An individual catalogue record must be created for each catalogue number assigned; i.e., a record line which lists a range of artifacts on a single line is not acceptable. It is, however, permissible to group like artifacts together and assign a single catalogue number. For example, 10 unworked, unidentifiable fragments of large mammal bone from the same lot could be bagged together under a single catalogue number, with quantity entered as 10. This should be done judiciously, however, and any diagnostic artifacts or artifacts likely to be photographed or discussed specifically in reports should not be lumped together with others.
- g. Any artifact requiring special treatment or handling must be put into their own separate container and identified on the corresponding label as such for proper, subsequent care and attention. Such special artifacts are to be packaged in such a way as to ensure their continued survival. Artifacts requiring conservation treatment must be brought to the attention of PCTAR for further instruction.
- h. Artifacts sent for or requiring conservation or special treatment must be flagged in the artifact inventory.
- i. All artifacts must be packaged in appropriate containers, either 4ml re-sealable plastic bags or rigid boxes. Refer below on how to label Individual Artifact Inventory Bags.
- j. All processed and labeled bags of artifacts must be placed in boxes (archivally acceptable bankers' boxes) sized 12" x 15" x 10" and weighing not more than 25lbs. Each box should include a list of contents (for example: Box 1 – 150H1A1 – 150H1A5 – Mixed Materials; Box 2 – Field Notes – Final Report). Refer below on how to label Artifact Storage Boxes.
- k. Only archivally stable packaging materials will be accepted by Parks Canada.
- l. All artifact packaging must be tagged clearly and permanently with the appropriate provenience information.
 - a. Artifact Storage Boxes: Provenience, Site Name, Project Name & Number, Contractor Company Name, Year of Excavation, Box Number (e.g., Box 1 of 10).
 - b. Large Artifact Provenience Bags: Provenience, Project Name
 - c. Individual Artifact Inventory Bags: Provenience, Catalogue Number, Artifact Primary Diagnostic information (e.g. blue transfer print, tea cup).
 - d. All Artifact Containers: Provenience, Catalogue Number, Artifact Primary Diagnostic information (e.g., blue transfer print, tea cup). The information should be entered either directly on the container or with a label securely attached, so that the label does not become separated from the container.