



Hopi Cultural Preservation Office  
Archaeology & Ethnohistory Program  
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### General Description of Professional Services

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The Hopi Cultural Preservation Office extends the following information related to requests for professional services available for archaeological and ethnology studies on the Hopi Indian Reservation.

### **Archaeological & Cultural Resources Survey**

The goal of any proposed archaeological survey work is to initiate and complete a cultural resources inventory and technical report that identifies the archaeological resources within an Area of Potential Effect (APE). In addition to the identification and documentation of archaeological resources, field work will be conducted to possibly identify Traditional Cultural Places (TCPs) that are of Hopi interest.

This work is authorized under Hopi Tribal Ordinance #26—Ordinance for the Protection of Places and Objects of Sacred, Historical and Scientific Interest on the Hopi Reservation.

The Hopi Cultural Preservation Office (HCPO) Archaeology & Ethnohistory Program (A & E Program) has a *Cultural Resources Inventory Request Form* which will be evaluated and processed to provide an estimated budget, as requested, for all costs related to and necessary to conduct surveys and preparation of deliverables. Any entity submitting and providing signature to a Request Form will assume responsibility for costs incurred in processing and mobilization of professional services.

Determining the exact costs for surveys is dependent on several factors and submittals of Cultural Resources Inventory Request Forms will be followed up with a cost estimate if requested:

Size and Geography of Area  
Site & Artifact Density and/or Complexity  
Research of Previously Documented Surveys of Area  
Transportation / Mileage / Per Diem / Lodging  
Necessary Personnel (\$60/hour Direct Labor Charge)  
Necessary Supplies & Equipment  
Profit Margin Cost (15%)

**Submission of the HCPO's Cultural Resources Inventory Request Form will result in an initial review and the assignment of an HCPO Project Number & File.  
Note: A cost estimate can be prepared, if requested.**

General Description of Professional Services

The work required to complete the archaeological and TCP surveys along with their final reports will include the following tasks:

Records and Literature Research:

Most information on historic and cultural properties, including archaeological sites, is maintained by the HCPO. An examination of these site files will be undertaken in order to establish previous work and recorded prehistoric/historic properties within or near the project boundaries. In addition, survey reports and site records will be reviewed at other universities, museums and repositories including, Northern Arizona University (NAU), the Museum of Northern Arizona (MNA), the Arizona State Museum (ASM), as appropriate. This records research is standard practice in professional archaeology services.

Archaeological & Cultural Resources Inventory Fieldwork:

The HCPO A & E Program Manager and Archaeologist will conduct a pedestrian survey of the requested additional acreage. Transects for the pedestrian survey will occur at an intervals of 5 to 15 meter spacing between surveyors, as appropriate to survey boundaries inclusive of the APE. All archaeological resources and isolated occurrences encountered during the survey will be documented through various methods including field mapping, GPS recordings, illustrations of specific artifacts and narrative descriptions. No field collection of artifacts will be done. All archaeological sites will be assigned site numbers by the HCPO and entered into the HCPO site database.

Ethnographic / Traditional Cultural Properties Study:

As a part of the inventory, the HCPO will also conduct research and identify, as needed, any Traditional Cultural Properties (TCPs) located within the Area of Potential Effect (APE), as a separate phase authorized in accordance with Hopi Tribal Ordinance #26. These services will be included in the project budget as a separate line item. Carrying out this phase of the inventory will involve gathering information about prehistoric and historic use of the area by Hopi ancestors and present-day Hopi clans and/or villages. This information will be gathered through consultation with knowledgeable Hopi elders, clan and religious leaders. These individuals may be part of the HCPO's Cultural Resource Advisory Task Team (CRATT) and serve an important role in the research program. The information will be gathered through both internal interviews and field work with selected members of the CRATT or identified Hopi cultural advisors. All information gathered through these consultations are solely for the specific use of project planning. Any records and documents (whether audio, visual, electronic or hard copy) remain as confidential files stored by the HCPO.

Survey Report Deliverables:

Upon completion of the archaeological survey and ethnographic study, a final report will be produced by the HCPO A & E Program which will document the results of the inventory and TCP Study to provide an evaluation of the national register eligibility for the cultural resources. Please note that the survey report will provide professional recommendations along with Hopi cultural recommendations on potential impacts and mitigation for any archaeological resources and/or Hopi traditional cultural properties within the Area of Potential Effect (APE). A final manuscript will be kept on file with the A & E Program.

The HCPO A & E Program does not provide "archaeological clearance" for projects subject to the National Historic Preservation Act Section 106 Process & Arizona State Historic Preservation Office review as indicated in the following section.

NHPA Section 106 / AZ SHPO Review:

As required for federally funded and/or approved projects, the project proponent must initiate the Section 106 process of the National Historic Preservation Act. This requires that a sponsoring federal agency consult with all identified tribes and other interested parties, about the proposed project. If it is determined by the field inventory that there are no cultural resources present in the project area, or there are cultural resources present, but the project will not have any effect on them, then the sponsoring agency must submit the determination of eligibility of any cultural resources within the project area to the Arizona State Historic Preservation Office (AZ SHPO) in order to obtain compliance. The AZ SHPO has 30 calendar days after receipt of the determination to reply.

General Description of Professional Services

**Archaeological & Cultural Resources Monitoring Fieldwork**

The HCPO A & E Program Manager and Archaeologist initiate project development schedules to determine necessary cultural resources monitoring efforts to maintain compliance with Hopi Tribal Ordinance #26 as well as professional recommendations and mitigation activities outlined by the Arizona State Historic Preservation Office in accordance with the National Historic Preservation Act Section 106 process.

Determining the costs for monitoring work is dependent on several factors and submittals of Cultural Resources Monitoring Request Forms will be followed up with a cost estimate and scheduling as requested:

Size and Geography of Area  
Site & Artifact Density and/or Complexity  
Review of Cultural Resources Compliance & Mitigation Actions  
Transportation / Mileage / Per Diem / Lodging  
Necessary Personnel (\$40/hour Direct Labor Charge)  
Necessary Supplies & Equipment  
Profit Margin Cost (15%)

The work required to complete the archaeological and TCP monitoring work will include the following tasks:

The HCPO A & E Program Manager and Archaeologist will determine the extent of archaeological and cultural resources monitoring work scheduling with the project proponent. A review of the Hopi Tribal Ordinance #26 compliance measures and the NHPA Section 106 compliance measures will be conducted to determine the extent of monitoring needed. The A & E Program shall include documentation of impacts resulting from project work, whether directly or indirectly, upon those resources. They will also provide support services in cases of inadvertent or unanticipated discoveries of archaeological and/or cultural resources of importance to the Hopi Tribe including consultation with knowledgeable Hopi cultural advisors and archaeological methods for their current preservation and/or further mitigation measures and actions. A final monitoring report will be prepared to document final project impacts, if any, and a recommendation of compliance with previous, or newly developed, mitigation and disposition agreements.

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Note: A cost estimate can be prepared, as requested.**