

# **DOTD FORM: 24-102**

## **PROPOSAL TO PROVIDE CONSULTANT SERVICES**


(Revised March 1, 2022)

Prime consultant shall complete the DOTD Form 24-102 without altering the Form's text; however, the instruction and/or guidance for Sections 12 through 23 can be removed but do not remove Section title and number.

**ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.**

Prime consultant should enter the firm name in the footer at the bottom of this page. (It will carry over to subsequent pages.)

1. Contract title as shown in the advertisement	IDIQ Contracts for Cultural Resources Statewide
2. Contract number(s) as shown in the advertisement	Contract Nos. 4400023972 and 4400023973
3. State Project Number(s), if shown in the advertisement	
4. Prime consultant name (as registered with the Louisiana Secretary of State where such registration is required by law)	TerraXplorations, Inc.
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	Not Applicable.
6. Prime consultant mailing address	3523 18th Ave NE, Tuscaloosa AL 35406
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	3120 University Boulevard E., Tuscaloosa, AL 35404
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Paul D. Jackson Owner/Principal Investigator 205-799-5638 pdjackson@terraxplorations.com
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Kristi Jackson Owner/Chief Financial Officer 205-242-2250 kjackson@terraxplorations.com

<p>10. This is to certify that all information contained herein is accurate and true, and that the team presently has sufficient staff to perform these services within the designated time frame. By submitting this proposal, proposer certifies that it is not engaged in a boycott of Israel and it will, for the duration of its contract obligations, refrain from a boycott of Israel. Proposer also certifies and agrees that the following information is correct: In preparing its response, the proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. DOTD reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.</p>	<p>Signature (shall be the same person as #9):</p>  <hr/> <p>Date: June 9, 2022</p>				
<p>11. If a Disadvantaged Business Enterprise (DBE) goal has been set for this advertisement, indicate which firm(s) will be used to meet the DBE goal and each firm(s)' percentage.</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Firm(s):</u></td> <td style="width: 50%;"><u>Firm(s)' %:</u></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	<u>Firm(s):</u>	<u>Firm(s)' %:</u>		
<u>Firm(s):</u>	<u>Firm(s)' %:</u>				

## **12. Past Performance Evaluation Discipline Table:**

As indicated in the advertisement, insert the completed table here. The percentages for the prime and sub-consultants must total 100% for **each past performance evaluation discipline**, as well as the overall total percent of the contract.

The only past performance evaluation disciplines to be used are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and Other. The crosswalk from the old categories to the new categories can be found at the link below:

[http://wwwsp.dotd.la.gov/Inside LaDOTD/Divisions/Engineering/CCS/General%20Information/CPPR%20Crosswalk%20to%20New%20Evaluation%20Disciplines.pdf](http://wwwsp.dotd.la.gov/Inside%20LaDOTD/Divisions/Engineering/CCS/General%20Information/CPPR%20Crosswalk%20to%20New%20Evaluation%20Disciplines.pdf). (same link as in the advertisement)

<b>Sub-consultants are allowed to be used for this proposal.</b> Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)							
Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
Environmental	100%	TerraXplorations, Inc.					100%
Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%	TerraXplorations, Inc.					100%

### **13. Firm Size:**

For all firms that are part of this team, indicate the approximate number of personnel to be committed to this contract, by DOTD Job Classification and the total number of personnel within the firm that could provide support, if needed. If a specialized job classification is required and not included on the DOTD job classification list, specify "Other (xxxx)" and include the classification title inside the parentheses. The DOTD Job Classification(s) to be used can be found at the following link:

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Job\\_Qualification/Job%20Classifications%20with%20Descriptions.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Qualification/Job%20Classifications%20with%20Descriptions.pdf)

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)
TerraXplorations, Inc.	Accountant	2	4
TerraXplorations, Inc.	Archaeologist	3	25
TerraXplorations, Inc.	Archaeologist - Tech	6	12
TerraXplorations, Inc.	Clerical	1	3
TerraXplorations, Inc.	GIS Analyst	1	3
TerraXplorations, Inc.	Graphics	2	3
TerraXplorations, Inc.	Historian	1	6
TerraXplorations, Inc.	Project Office Manager	1	4
TerraXplorations, Inc.	Principal	1	3
TerraXplorations, Inc.	Supervisor - Arch	2	4
TerraXplorations, Inc.	Technician	2	4

**14. Organizational Chart:**

Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to the contract, area of project responsibility for each, and reporting lines for the purposes of this contract. An individual's role does not necessarily have to match their DOTD job classification identified in Section 13.

**If applicable, identify all personnel performing traffic engineering analysis and/or QC of traffic engineering analysis by placing an asterisk next to their name. Include the certificates required by the Traffic Engineering Process and Report Training Requirements article of the Advertisement in Section 20.**

It is acceptable to use an 11x17 format for Section 14.

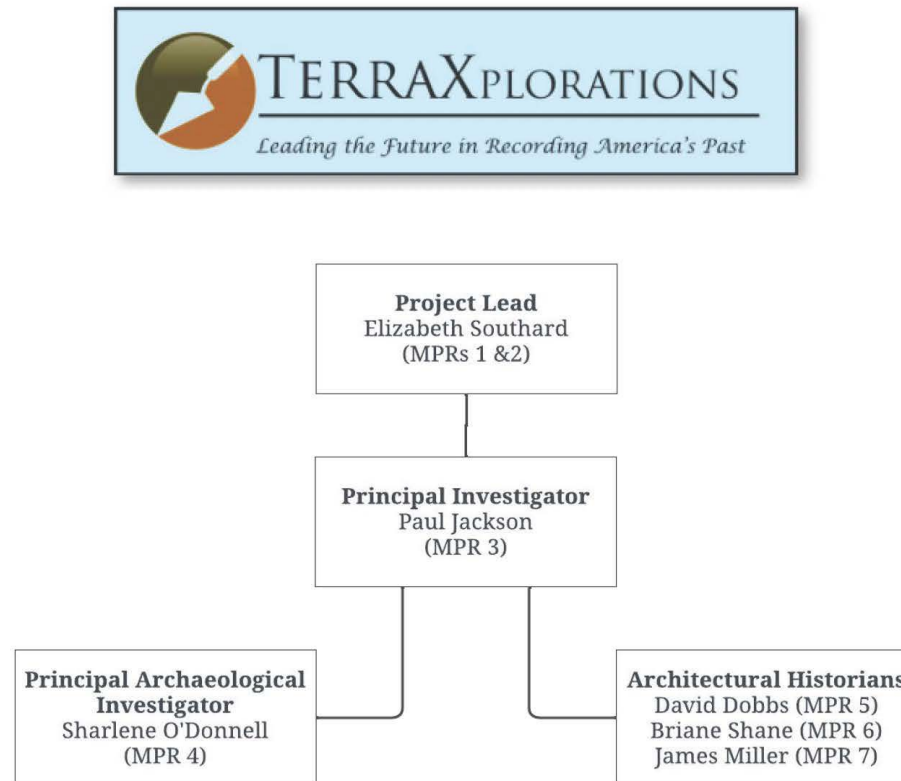
**Please see next page for TerraXplorations, Inc. Organizational Chart.**

#### **14. Organizational Chart:**

Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to the contract, area of project responsibility for each, and reporting lines for the purposes of this contract. An individual's role does not necessarily have to match their DOTD job classification identified in Section 13.

**If applicable, identify all personnel performing traffic engineering analysis and/or QC of traffic engineering analysis by placing an asterisk next to their name. Include the certificates required by the Traffic Engineering Process and Report Training Requirements article of the Advertisement in Section 20.**

It is acceptable to use an 11x17 format for Section 14.



**15. Minimum Personnel Requirements:**

Use the table below to identify both prime consultant and sub-consultant staff designated to work on this contract meeting the Minimum Personnel Requirements (MPRs) specified in the advertisement. Ensure the résumé reflects the required experience stated in the MPR.

MPR No. Do not insert wording from ad	Personnel being used to meet the MPR (Individual(s) may not satisfy more than one MPR unless specifically allowed by Attachment B of the advertisement)	Firm employed by	Type of license / certification & number	State of license	License / certification expiration date
1	Elizabeth Southard	TerraXplorations, Inc.			
2	Elizabeth Southard	TerraXplorations, Inc.			
3	Paul Jackson	TerraXplorations, Inc.			
4	Sharlene O'Donnell	TerraXplorations, Inc.			
5	David Dobbs	TerraXplorations, Inc.			
6	Briane Shane	TerraXplorations, Inc.			
7	James Miller	TerraXplorations, Inc.			

**16. Staff Experience:**

Résumés shall be provided for all prime and sub-consultant personnel listed in Sections 14 and/or 15 of the proposal. Résumés of personnel not identified in Section 14 or Section 15 of the proposal should not be included and will not be evaluated. Résumés should be limited to 2 pages per person. Any certificates required by the advertisement are to be placed in Section 20.

Firm employed by TerraXplorations, Inc.				
Name	<b>Elizabeth Southard</b>		Years of relevant experience with this employer	1.5
Title	Project Manager/Principal Investigator		Years of relevant experience with other employer(s)	11
Degree(s) / Years / Specialization		M.A. 2021 Applied Anthropology (Archaeology Track) B.A. 2012 Anthropology (Archaeology)		
Active registration number / state / expiration date				
Year registered		Discipline	Archaeologist	
Contract role(s) / brief description of responsibilities		<p>MPRs 1&amp;2</p> <p>Elizabeth (Liz) Southard has eleven years of archaeological field experience, including three years of experience within Cultural Resource Management. She received her B.A. in Anthropology from the University of South Florida Saint Petersburg and her M.A. in Applied Anthropology from the University of South Florida Tampa. Most of her experience comes from Florida and Georgia projects where she has worked as a principal investigator, project archaeologist, and field director. Additionally, Ms. Southard currently serves as Vice President for the Alliance for Weedon Island Archaeological Research and Education (AWIARE), which is a non-profit organization that conducts research, offers student grants, and facilitates public education about archaeological sites within the Tampa Bay area.</p> <p>Ms. Southard has extensive experience performing standard field techniques, managing an archaeological laboratory, and conducting seasonality analyses on faunal assemblages. She also has a specialized focus in understanding depositional practices of Southeastern archaeological sites with shell midden and shell mound features. Her main areas of interest include subsistence practices, seasonality studies, and settlement patterns during the Woodland period in the Southeast. Ms. Southard is a registered professional</p>		



	archaeologist (RPA 61461252) professionally competent in Section 106 of the National Historic Preservation Act documentation.
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
10/20 - Present	Project Manager/Principal Investigator/Field Director/Technical Writer, TerraXplorations, Inc. Ms. Southard primarily oversees archaeological projects in Georgia. Her duties include project management, client consulting, technical report writing, proposal writing, and staff management and training.
07/19 – 4/21	Field Director/Field Technician, Dr. Robert Austin
8/11 – 3/20	Laboratory Manager/Research Assistant/Field Director, University of South Florida Saint Petersburg Archaeology Laboratory
5/12 – 6/13	Project Archaeologist/Research Assistant/Laboratory Technician, Gamo Ethnoarchaeological and Archaeological Project, Southern Ethiopia.

Firm employed by TerraXplorations, Inc.				
Name	<b>Paul Jackson</b>		Years of relevant experience with this employer	10
Title	Owner/Principal Investigator/Senior Archaeologist		Years of relevant experience with other employer(s)	30
Degree(s) / Years / Specialization		M.A. 1996 Anthropology (Archaeology) B.A. 1993 Anthropology (Geology)		
Active registration number / state / expiration date				
Year registered		Discipline	Archaeologist	
Contract role(s) / brief description of responsibilities		MPR 3  Paul D. Jackson has over thirty years of experience in the field of archaeological and Cultural Resource Management. He has participated in thousands of cultural resource projects. Mr. Jackson received his M.A. and B.A. in Anthropology from The University of Alabama. Prior to founding TerraX, Mr. Jackson was Vice President and regional manager for Panamerican Consultants, Inc. southeastern region.		

	<p>Mr. Jackson has a specialized focus on the Prehistory of Alabama, particularly the northwestern region of the state. Since college, he has studied and published on the transition period of peoples from Woodland to Mississippian cultures in northwest Alabama. In 2021, Mr. Jackson led an excavation of a large Paleoindian to Mississippi component site in Florence, Alabama, for the County Road 16, Cypress Creek bridge replacement project for the Lauderdale County Engineering Department, and the Alabama Department of Transportation.</p> <p>Mr. Jackson also has facilitated Native American Consultations between Alabama, Georgia, Florida, Mississippi, and Oklahoma National Guards, as well as between Fort Benning Military Reservation, Georgia, and the members of the Federally Recognized Tribes with interests in those states. He has 12 training hours on the Identification and Management of Traditional Cultural Places in Atlanta, Georgia, taught by the National Preservation Institute. He has also attended two “To Bridge a Gap” conferences hosted in Oklahoma by Tribal Nations to help Federal agencies and Federally Recognized Tribes come together and build a better working relationship with each other and the resources they help manage. Mr. Jackson also has experience in the preparation of documents that involve evaluations of historical significance and completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation.</p>
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
04/12 - Present	<p>Founder and Co-Owner, TerraXplorations, Inc.</p> <ul style="list-style-type: none"> <li>• Oversaw three-year IDIQ with Fort Benning Military Reservation</li> <li>• Managed 45 personnel including, 6 archaeologists, 3 architectural historians, 3 historians, 1 editor, 3 geographic information system technicians, 5 laboratory staff, 3 office staff, and 21 field directors, crew chiefs and technicians.</li> <li>• Conducted and/or managed Phase I, Phase II, and Monitoring of numerous projects in Alabama, Florida, Georgia, Kentucky, Indiana, Louisiana, Mississippi, North Carolina, Tennessee, Texas, and Virginia.</li> </ul>
2001 - 2012	Vice President, Panamerican Consultants Inc.

	<ul style="list-style-type: none"> <li>Responsibilities include oversight of the Alabama, Mississippi, Georgia, Kentucky, South Carolina, and North Carolina operations. Duties include direction of project managers and principal investigators, archaeological work, preparation of final reports, write proposals and bid documents, staff assignments, and all operations pertaining to archaeological resource management in the states listed above.</li> <li>Oversaw three major contracts for the Alabama Department of Transportation; a 5-year IDIQ with Fort Benning Military Reservation; and 2-year IDIQ with the Florida Forest Service.</li> <li>In the last five years oversaw, managed, and conducted some of the field work over 200 Phase II investigations and 42 historic and prehistoric archaeological mitigations at Fort Benning.</li> <li>Managed 25 personnel including, 8 archaeologists, 1 architectural historian, 1 historian, 1 editor, 1 geographic information system technician, 1 draftsman, 3 lab technicians, 3 office staff, and 6 field technicians.</li> </ul>
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Firm employed by TerraXplorations, Inc.				
Name	Sharlene O'Donnell		Years of relevant experience with this employer	1
Title	Lead Technical Report Writer/ Proposal Coordinator		Years of relevant experience with other employer(s)	12
Degree(s) / Years / Specialization		M.A. History (Environmental History; Cherokee History Track) M.A. Anthropology (Environmental Archaeology; Zooarchaeology) B.A. Anthropology (Experimental Archaeology)		
Active registration number / state / expiration date				
Year registered		Discipline	Environmental Archaeologist and Historian	
Contract role(s) / brief description of responsibilities		MPR 4  Sharlene O'Donnell serves as the Lead Technical Report Writer and Proposal Coordinator for TerraXplorations, Inc. She has twenty years of experience working and volunteering in environmental and cultural conservation settings in the Southeastern United States and Ethiopia. Ms. O'Donnell received her B.A. in Anthropology focusing on experimental archaeology from the University of South Florida St. Petersburg, an M.A. in Anthropology concentrating on zooarchaeology from the University of Florida, and an M.A. in History with a concentration on environmental history and Cherokee studies from Western Carolina University. She has		

	worked in office, laboratory, field, archival, museum, public education, and classroom settings for academia, cultural resource management, government entities, and not-for-profit organizations. Ms. O'Donnell is published in both archaeological and historical journals. Ms. O'Donnell meets the Archaeologist Qualifications published in the Louisiana Register dated April 20, 1994. These standards parallel the Secretary of the Interior's Professional Qualifications Standards for Archaeology.
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
08/21 - Present	TerraXplorations, Inc. - Lead Technical Report Writer/Proposal Coordinator
08/19 – 05/21	Western Carolina University Department of History - Graduate Research and Teaching Assistant
08/17 – 12/17	Janus Research – Archaeological Field Technician
07/14 – 02/17	Florida Museum of Natural History - Zooarchaeologist
10/14 – 01/19	(Volunteer) University of Florida Laboratory of Southeastern Archaeology – Field and Lab Technician
06/10 – 02/18	(Volunteer) University of South Florida St. Petersburg Archaeology Laboratory – Field and Lab Technician
01/10 – 04/11	(Volunteer) Weedon Island Cultural and Natural History Center – Lab Technician and Public Education

Firm employed by TerraXplorations, Inc.				
Name	James Miller		Years of relevant experience with this employer	0.5
Title	Architectural Historian		Years of relevant experience with other employer(s)	10
Degree(s) / Years / Specialization		M.S. Historic Preservation M.A. Business Administration B.A. Business Management Associates of Science Industrial Design		
Active registration number / state / expiration date				
Year registered		Discipline	Architectural Historian	
Contract role(s) / brief description of responsibilities		MPR 5  James Miller has 10 years of experience in the CRM field. For TerraX, he focuses on evaluating historic resources for federal and state government-funded initiatives, historic contexts, and survey planning fieldwork. Recent projects completed by Mr. Miller for his previous employer include planning		

	and leading the survey of 103 resources for a Local Historic District in Michigan, Section 106 reviews for privately-owned rehabilitation projects receiving federal funds, and a nomination of the Michigan Central Railroad Depot in Middleville, MI to the National Register of Historic Places. He is knowledgeable for the standing structures and built environment assessment, meeting the Secretary of Interior's Qualifications for historic preservation. Mr. Miller's work has taken him throughout Michigan and northern Ohio to evaluate historic buildings, railroads, and cemeteries. Mr. Miller has a Master's of Science in Historic Preservation from Eastern Michigan University and an MBA and bachelor's degree in Business Management from Cleary University.
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
03/22 – Present	TerraXplorations – Architectural Historian
03/20 – 03-22	Independent consultant NRHP nomination of the Middleville Michigan Central Railroad Depot Section 106 Review of projects for Request Foods Section 106 Review for rehabilitation of NRHP listed property in Milan, MI Intensive Level CRM survey and report for City of Grosse Pointe, MI

Firm employed by TerraXplorations, Inc.				
Name	Briane Shane		Years of relevant experience with this employer	1
Title	Lead Architectural Historian		Years of relevant experience with other employer(s)	8
Degree(s) / Years / Specialization		ICHP (Interdisciplinary Certificate in Historic Preservation) Master of Interior Design 2015, B.A. Interior Design with Art History minor 2011		
Active registration number / state / expiration date				
Year registered		Discipline	Architectural Historian	
Contract role(s) / brief description of responsibilities		MPR 6		

	<p>Briane Shane received her undergraduate degree in Interior Design from Indiana University of Pennsylvania in 2011 and earned her master's degree in 2015 from the University of Florida. During her time at University of Florida, Ms. Shane gained valuable experience through the Historic Preservation Practicum course in the Fall of 2014. The course focused on aiding the community of Bayshore Gardens in Manatee County, Florida with its efforts to develop historic preservation guidelines and a local designation. Additionally, Ms. Shane attended one of the nation's oldest, continually operative field schools for historic preservation, Preservation Institute Nantucket (PIN). There she gained knowledge on international heritage efforts, conservation practices, and 3-D laser scanning technologies from several instructors and lecturers engaged in historic preservation education, research, and practice. Ms. Shane has approximately four years of experience in Cultural Resources Management (CRM). She has knowledge of the National Park Service's requirements in the preparation of all levels of HABS/HAER/HALS documentation. From 2018 to 2020, she served as an Architectural History Specialist for Southeastern Archaeological Research, Inc. (SEARCH). In 2020, Ms. Shane joined the TerraX team as an Architectural Historian. As of June 2021, Ms. Shane became the Lead Architectural Historian for TerraX.</p> <p>Over the course of her career in CRM, Ms. Shane has focused on the evaluation of historic resources for federal and state government-funded initiatives, survey planning, and fieldwork. Her work with SEARCH took her throughout Florida to evaluate historic buildings, railroads, cemeteries, canals, and bridges. At SEARCH, Ms. Shane focused on Florida Department of Transportation projects of varying size from Roadway Jurisdictional Transfers to multi-county Rails to Trails projects. Additionally, her time with TerraX has granted her experience evaluating resources throughout Alabama, Arkansas, Georgia, Louisiana, and Mississippi on a variety of project types. Furthermore, Ms. Shane has gained an understanding of Georgia Department of Transportation, cell tower, and pipeline projects.</p>
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Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
08/20 - Present	Lead Architectural Historian, TerraXplorations, Inc. Ms. Shane oversees the TerraX Architectural History Department. Overseeing approximately 100 projects each year, she manages projects across Alabama, Arkansas, Georgia, Louisiana, Mississippi, and Florida. Duties include staff manager, QA/QC, report writing, client relations, map reviews based on historic aerials and topographic maps, completing necessary documents for recordation per State Historic Preservation Office requirements, and proposal documents.
2018 - 2020	Architectural History Specialist, Southeastern Archaeological Research, Inc. Responsibilities included conducting cultural resource projects in Florida. Duties included map reviews based on historic aerials and topographic maps, conducting and leading field work, report writing, and completing the necessary documents for recordation within the Florida Master Site File. Florida Department of Transportation projects located within District 2 were the primary focus.
2014	Graduate Teaching Assistant, Preservation Institute Nantucket, University of Florida. Responsibilities included organizing course work, historical tours, and summer projects, conducting lectures on the History of Nantucket, tourism on Nantucket, and an Introduction to AutoCAD, and developed a historic interior survey report utilized in future years.
2014	Part-time Intern, Nantucket Preservation Trust Responsibilities included conducting historical deed research on the Edward Underhill cottages constructed in Siasconset and assisting in Main Street and Siasconset historical tours.

Firm employed by TerraXplorations, Inc.			
Name	<b>David Dobbs</b>		Years of relevant experience with this employer
Title	Architectural Historian		Years of relevant experience with other employer(s)
Degree(s) / Years / Specialization		PAR Documentation M.A. Historic Preservation B.A. History	
Active registration number / state / expiration date			
Year registered		Discipline	Architectural Historian
Contract role(s) / brief description of responsibilities		MPR 7	

	David Dobbs experience includes conducting architectural surveys of historic residential, commercial, and military resources located throughout the southeast, northeast, and upper mid-western United States, as well as Puerto Rico. He has been responsible for evaluating historic resources per NRHP criteria and per Section 106 and 110 standards. He has prepared multiple Phase I Cultural Resource Reports, Historic Narratives, Permanent Archival Record Documentation Reports, Assessment of Effect Reports, and Desktop Literature and Archival Review reports in accordance with professional standards and that meet the Secretary of the Interior's Standards for Architectural History. He has knowledge of HABS/HAER/HALS photographic documentation. Mr. Dobbs has also conducted archival research by accessing public, state level, and special collection archival materials. In addition, he has served as an archaeological field technician when required.
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the time specified in the applicable MPR(s).
01/21 - Present	TerraXplorations, Inc. – Architectural Historian
10/18 – 02/21	Brockington & Associates, Inc. – Principal Investigator Architectural Historian
05/18 – 10/18	University of Georgia- College of Environment and Design- Center for Community Design and Preservation- Findit: Georgia Historic Resources Survey Partnership- Paid Internship
01/17 – 05/17	University of Georgia- College of Environment and Design- Research Assistantship
07/15 – 12/15	(Volunteer) University of Georgia Laboratory of Archaeology- Lab Technician
06/15 – 07/15	University of Georgia Archaeology Field School: Sapelo Island, Georgia - Field Technician



**17. Firm Experience:**

Identify the team's project experience **most relevant** to the scope in the advertisement. **The projects should be limited to a total of 20, with no more than 5 projects being represented by the prime consultant and with no more than 3 projects represented by each sub-consultant on the team. If more than 5 projects are identified for the prime consultant, all projects identified after the first 5 will not be evaluated. If more than 3 projects are identified for a single sub-consultant, all projects identified after the first 3 from that sub-consultant will not be evaluated.** Include no more than one page per project. Projects identified shall only include work performed by firms on the team. The projects identified do not necessarily need to have been DOTD projects. \* If there is more than one past performance evaluation discipline included in the proposal, then indicate which past performance evaluation discipline(s) this project is being used to represent. Describe the project including the firm's role and members involved. (Highlight staff to be used in this proposal.)

Firm name	TerraXplorations, Inc.		Past Performance Evaluation Discipline(s)*	Environmental
Project name	<b>A Phase I Cultural Resources Survey for the [E] EMP – AE-71 Pipeline Installation Project (Part I and II), Red River Parish, Louisiana.</b>		Firm responsibility (prime or sub?)	Prime
Project number	2021.092 and 2021.093	Owner's name	Providence Engineering and Environmental Group LLC	
Project location	Red River Parish, Louisiana		Owner's Project Manager	Tim Kimmel
Owner's address, phone, email	1201 Main Street, Baton Rouge, LA 70802, 225-768-9070 <a href="mailto:timkimmel@providenceeng.com">timkimmel@providenceeng.com</a>			
Services commenced by this firm (mm/yy)	05/21	Total consultant contract cost (\$1,000's)		\$3,960.00
Services completed by this firm (mm/yy)	06/21	Cost of consultant services provided by this firm (\$1,000's)		\$1,992.00

On May 31 and June 1, 2021, TerraXplorations, Inc. (TerraX) performed a cultural resources survey for the [E] EMP AE-71 Pipeline Installation Project (Part I and II), Red River Parish, Louisiana. The Principal Investigator for this Phase I survey was Paul D. Jackson. This work was completed for Providence Engineering and Environmental Group LLC. Vicksburg Corps of Engineers supported this project. Part I of this project had a total acreage of 6.6 acres (2.67093 hectares), while Part II contained a total acreage of 2.5 acres (1.0 hectares). This Phase I investigation included the placement of 102 shovel tests in the 9.1-acre (3.7-hectare) tract. All were tested at 30-meter (m) intervals. Four of these shovel tests were positive for historical, cultural material, 93 were negative, and five were unable to be excavated due to gravel or the pipeline depot area. The investigation identified one archaeological site (16RR335). The light historic artifact scatter represents a historic late nineteenth- through mid-twentieth-century home site. Two structures were once present in this vicinity according to topographic maps dating from 1948 through 1957 but are no longer existent. 16RR335 is ineligible for the National Register of Historic Places (NRHP) under Criteria A-D. It is not associated with any significant events or persons, has no standing architecture, and no research potential.

Firm name	TerraXplorations, Inc.		Past Performance Evaluation Discipline(s)*		Environmental	
Project name	Management Summary for the Proposed Zydeco: Houma to St. James Pipeline Project in Terrebonne, Lafourche, and St. James Parishes, Louisiana.			Firm responsibility (prime or sub?)		Prime
Project number	2016.007		Owner's name	Providence Engineering and Environmental Group LLC		
Project location	Terrebonne, Lafourche, and St. James Parishes, Louisiana			Owner's Project Manager	Paul Clifton	
Owner's address, phone, email		1201 Main Street, Baton Rouge, LA 70802, 225-766-7400				
Services commenced by this firm (mm/yy)			02/16	Total consultant contract cost (\$1,000's)		\$32,714.00
Services completed by this firm (mm/yy)			03/16	Cost of consultant services provided by this firm (\$1,000's)		\$29,557.00

In February and March 2016, TerraX conducted a Phase I cultural resource survey for the proposed Zydeco: Houma to St. James Pipeline Project in Terrebonne, Lafourche, and St. James Parishes, Louisiana. The fieldwork was conducted under Paul D. Jackson who was assisted by Kenny Pearce. The project area encompasses a survey corridor ranging in width of 24 meters (m) (80 feet [ft.]) to 53 m (164 ft.) and extends in length for 36.13 miles. The project also includes numerous temporary workspaces and access roads. The Phase I investigation included the placement of 2,200 shovel tests along 74 transects and in judgmentally placed locations. An additional 277 shovel tests were dug during site delineation. Of these tests, 113 were positive, 1,585 were negative, and 779 were not excavated due to standing water. Seven new archaeological sites (Z-1 through Z-7) were recorded during this work. Four of these sites (Z-3, Z-5, Z-6, and Z-7) were recommended as potentially eligible for listing in the National Register of Historic Places (NRHP) under Criterion A and D. Each of these sites appeared to be remnants of an early plantation and were possibly involved in a Civil War Battle at Lafourche Crossing. We recommended additional archaeological testing at each location (if they were not able to be avoided) to further access the NRHP eligibility of each site, determine the depth of cultural materials, and the potential impacts of the pipeline to the sites. The remaining three sites (Z-1, Z-2, and Z-4) were too disturbed and lack any future research potential.

Firm name	TerraXplorations, Inc.		Past Performance Evaluation Discipline(s)*	Environmental
Project name	<b>Phase II Cultural Resources Testing at the Gold Mine Plantation in Edgard, St. John The Baptist Parish, Louisiana.</b>		Firm responsibility (prime or sub?)	Prime
Project number	2016.100	Owner's name	Ramboll Environ	
Project location	St. John the Baptist Parish, Louisiana		Owner's Project Manager	Adam Goodine and Brian Glover
Owner's address, phone, email	1055 St. Charles Ave., New Orleans, LA 70802, 225-766-7400, bglover@ramboll.com			
Services commenced by this firm (mm/yy)	08/16	Total consultant contract cost (\$1,000's)		\$109,028.00
Services completed by this firm (mm/yy)	09/16	Cost of consultant services provided by this firm (\$1,000's)		\$109,028.00

From August 8 to September 21, 2016, TerraX performed Phase II archaeological testing and evaluation of five areas within the Gold Mine Plantation (16SJB27) near Edgard, St. John the Baptist Parish, Louisiana for Ramboll Environ. Paul D. Jackson served as Principal Investigator. In 2015, TerraX performed a cultural resources survey for a proposed fertilizer plant and distribution center at the historic Gold Mine Plantation (Carruth and Davidson 2015 [LDOA Report No. 22-5150]), along with an addendum focusing on the historic resources in the area (Davidson 2016). Site 16SJB27 (Gold Mine Plantation house) had been previously recorded by Lawrence Van Horn in 1983 and was said to be the remains of a nineteenth century one-and-one-half story cottage that was razed in 1982. The house was reported to be destroyed, but the eligibility was unknown. The 2015 TerraX investigation enlarged the site boundaries to include most of the project area (940 of the 973 acres) as the Gold Mine Plantation. This seems to match the historic boundaries of the Gold Mine Plantation as seen on the 1875 Mississippi River Commission map and the historic deeds. Within the Gold Mine Plantation boundaries is an area of a low to moderate density surface and subsurface artifact scatter, designated as Locus 1 (150 acres). Included within this are five archaeologically sensitive areas with denser artifact recovery, deeper soils, structural and other possible cultural features, and possible intact deposits. This consists of the location of the old plantation house and immediate surroundings (Area A), a nearby row of tenant houses (Area B), the old sugar mill and surrounding buildings (Area C), a cluster of former structures near the current levee (Area D), and other worker houses in the western portion of the site (Area E). Site 16SJB27 was recommended as potentially eligible for the NRHP under Criteria A and D. TerraX recommended that only the five areas (A - E) within Locus 1 should be tested if avoidance was not possible. Testing was accomplished by close interval shovel testing, placement of test units, mechanical stripping, and feature mapping and excavation. Archival research and informant interviews were accomplished to shed more light on the workings of the plantation. After archaeological testing and historic research in the five areas of the Gold Mine Plantation, it is apparent each area still contains intact archaeological deposits associated with the plantation. Each of these locations contain archaeological and historical research significance. As a result, archaeological and historical mitigation was recommended to be considered for each area. It was also recommended that the plantation and the existing houses be listed eligible under Criterion A, for agriculture, and Criterion D, for the buried intact archaeological deposits.

Firm name	TerraXplorations, Inc.		Past Performance Evaluation Discipline(s)*	Environmental
Project name	<b>Phase II Archaeological Testing and Phase III Archaeological Mitigation of Site 16SJ80, the St. Amelia Plantation – Main House Complex St. James Parish, Louisiana</b>		Firm responsibility (prime or sub?)	Prime
Project number	2019.240	Owner's name	South Louisiana Methanol LP	
Project location	St. James Parish, Louisiana		Owner's Project Manager	John Neff and Jon Henson
Owner's address, phone, email	13413 Galleria Circle, Building Q, Suite 105, Austin, Texas 78738, 864.313.5882 JHenson@SouthLouisianaMethanol.com			
Services commenced by this firm (mm/yy)	11/19	Total consultant contract cost (\$1,000's)		\$248,458.00
Services completed by this firm (mm/yy)	01/20	Cost of consultant services provided by this firm (\$1,000's)		\$197,304.00

Site 16SJ80, the St. Amelia Plantation – Main House Complex was first identified during a reconnaissance survey of the 1,235.6 acres (500 hectares) tract conducted by Surveys Unlimited Research Associates, Inc. (SURA) in 2013. The cursory investigation was conducted for Southern Louisiana Methanol LP (SLM) for their proposed construction of a petrochemical facility in St. James Parish. In 2016, Cultural Resource Analysts, Inc. (CRA) performed Phase I survey throughout the SLM project area and recorded 10 new archaeological sites and revisited two previously recorded sites, one of which was 16SJ80 (Kennedy et al. 2017). Seven of the 12 sites were recommended for Phase II investigations to determine NRHP eligibility. TerraX began Phase II testing of these seven sites in November of 2018 but the Mississippi River's water level rose to the point that excavations had to cease. Before the work stoppage, Site 16SJ80 was determined to have high research potential, intact subsurface features and was recommended for the National Register of Historic Places (NRHP) (Jackson et al. 2019). SLM coordinated Phase III data recovery investigations with the LDOA in 2019, and a plan of action, including a research design and Memorandum of Agreement (MOA) was put forward to facilitate mitigations. The Phase II assessment and Phase III mitigation was performed by numerous TerraX employees and included Paul D. Jackson, Principal Investigator. Phase III data recovery at 16SJ80 consisted of intensive historical background research and extensive mechanical and hand excavations. The total square meters excavated at the site is 27,524.10 (6.8 acres). These investigations revealed that the footprint of the main plantation home within the St. Amelia Plantation and showed other associated buildings were not only destroyed but largely absent. A total of 59 features were recorded during all phases of work at 16SJ80. These included brick foundations piers, two fireplace foundations, four foundation walls, two cistern foundations, one rectilinear outline (possible outline for a walkway), and two pit features. These features revealed the full footprint of the original residence of the plantation. Data recovery and historic research at 16SJ80 have provided important information on the St. Amelia Plantation, main house construction and use, the plantation layout, and the people owning and working the land. The Phase II investigations and Phase III excavation mitigated the adverse effect the construction of the proposed SLM facility will have on Site 16SJ80, the St. Amelia – Main House complex, a National Register eligible site. No further archaeological or historic research was recommended for this site.

Firm name	TerraXplorations, Inc.		Past Performance Evaluation Discipline(s)*		Environmental
Project name	City of Valdosta, Georgia, Local Historic District Survey			Firm responsibility (prime or sub?)	Prime
Project number	2020.021	Owner's name	The City of Valdosta, Georgia		
Project location	Valdosta, Georgia		Owner's Project Manager	James Holton	
Owner's address, phone, email	300 N Lee St., Valdosta, GA 31603, 229-259-3563, jhorton@valdostacity.com				
Services commenced by this firm (mm/yy)		01/20	Total consultant contract cost (\$1,000's)		\$23,500.00
Services completed by this firm (mm/yy)		01/20	Cost of consultant services provided by this firm (\$1,000's)		\$23,500.00

TerraX was contracted by the City of Valdosta, Georgia, in conjunction with the Georgia Department of Natural Resources Historic Preservation Division and the National Park Service, to complete a historic resources survey of 998 parcels within the Valdosta Local Historic District in January 2020. Resources aged 40 years and older were evaluated and survey descriptions were entered into the Georgia's Natural, Archaeological, and Historic Resources GIS (GNAHRGIS) database. Briane Shane was a team member on this project. The Valdosta Local Historic District was established in 1981. Within it are five National Register of Historic Places (NRHP) districts and seven landmarks. The area was last surveyed in the early 2000s as part of a county-wide historic resources survey. The present survey evaluated all but the southernmost area of the local historic district, excluding the commercial downtown and residential areas to its east and west. The entire district was not surveyed because it encompasses far more than the contracted parcel amount. Resources within the survey area date from the late-nineteenth century to the present day. To generalize, the resources at the southern end of the district are the oldest, with both high-style and vernacular houses built in the late-nineteenth to early-twentieth centuries. Moving north through the district, the residential areas gradually transition to bungalows built throughout the 1920s to 1930s, pre- and post-World War II American Small Houses, then post-war Ranch houses. Commercial buildings and houses that were converted to commercial and institutional uses are common throughout the district. Major features include the Sunset Hill Cemetery, Drexel Park, and Valdosta State University (VSU). From the 998 evaluated parcels, the survey identified 848 buildings, 2 sites, and 2 structures built in 1980 or prior in a variety of architectural types and styles. Of the resources, 797 were aged 50 years or older and 55 were aged 40-49 years. It was found that 85 resources previously surveyed in 2006 have been demolished. In total, 937 GNAHRGIS entries were created or updated to reflect the extant and non-extant resources. The survey identified overall trends including the prevalence of buildings designed by Valdosta architect Lloyd Greer, the influence of VSU, and demolition by neglect.

### **18. Approach and Methodology:**

Provide a description of how the work will be performed and provide the proposed project schedule. Include any additional information or description of unique resources that are planned to be used to produce the deliverables. Include any proprietary technologies, methods or approaches that will be used on this project to improve quality or efficiency. If the proposal is for an IDIQ contract, the consultant should review the scope of services in Attachment A to the advertisement to obtain a general understanding of what a typical task order would entail. Based upon that understanding, the consultant should provide a sample schedule that identifies the major milestones, deliverables, tasks, etc., to demonstrate sufficient understanding of a typical task order. The duration of the task order is not required. This section shall be limited to four pages. If more than four pages are included, all pages after the fourth page will not be evaluated. **If the consultant has information it believes is proprietary, label it accordingly.**

#### **TerraXplorations, Inc. Approach and Methodology**

TerraXplorations, Inc. (TerraX) will initiate and monitor each project schedule, budget, and cost control system based on our commitment to provide the best expertise and highest quality product.

The project manager will be responsible for establishing the management and information systems that we will use to control task scheduling and project performance. This procedure will include establishing project activity files, developing, distributing, and coding all project documents, and document control. Project management will be accomplished using our scheduling, accounting, and quality assurance systems.

When TerraX receives a request for a cost proposal through this contract, the contract manager will forward the information to an assigned Principal Investigator. The Principal Investigator will coordinate with our historians and drafting departments to determine if any previously recorded archaeological sites, historic structures, cemeteries, or previous surveys fall within 1-mile (mi) the project area (PA) as well as the direct and indirect area of potential effect (APE). This background search will typically include an online query of the Louisiana Site Files (Louisiana Divisions of Archaeology), the Louisiana Division of Culture's map, the Louisiana Historic Resource Inventory database, and a query into the National Register of Historic Places (NRHP). Additionally, historic aerials and topographic maps will be inspected to see if any demolished historic structures once fell within the PA. Information pertaining to all previously recorded cultural resources and surveys will be documented, including existing NRHP recommendations and/or listings.

All resources within the PA and APE will be recorded and mapped concerning the project. The GIS department will also begin to lay in the appropriate number of shovel tests, following the Louisiana Department of Transportation and Development (DOTD) and the State of Louisiana's Divisions of Archaeology and Historic Preservation guidelines for conducting fieldwork. For instance, if the project were

a simple one-mile road expansion project with a 150-foot right-of-way (ROW), two linear transects could be run on either side of the existing road (totaling 108 shovel test locations). If the ROW easement is widened, additional shovel test transects may be required, depending on the actual width required. For bridge replacements and intersection projects, additional testing may also be required at access points on a proposed bridge or roadway. Additionally, depending on the soil conditions in floodplains, deep auger testing may be required to inspect deeply buried cultural deposits fully.

Standard field archaeological survey techniques would include visual inspections of the entire survey area and subsurface testing. While conducting visual inspections, any exposed surfaces will be carefully examined for cultural material. Subsurface testing will be performed along 30-meter (m) interval transects consisting of shovel tests spaced 30-m apart. Standard shovel tests consist of 30-centimeter (cm) diameter cylindrical holes excavated to the top of the sterile subsoil layer or until the water table or another obstruction is encountered. Soils from each test are screened through 2.5-in (0.64-cm) hardware cloth to recover any cultural material at that location. If cultural material is encountered, the material is sorted by provenience and placed into bags labeled with pertinent excavation information before being transported to TerraX's laboratory. Cultural material identified during transecting is further examined to define its horizontal and vertical limits better. Delineations are conducted by placing additional shovel tests around positive tests. These additional tests are placed at 10-m or 15-m intervals off the initial positive tests or cultural features in cardinal directions within the project area. This testing is conducted until two negative shovel tests are encountered in each direction or until delineations extend beyond the project boundary. A handheld Garmin GPS unit is used to record the site center, and a sketch map is drawn by compass and pace and plotted to scale. Digital photographs are taken for any site recorded and for the survey area.

Our Architectural Historians will review the historic data to determine which buildings/structures (including bridges, cemeteries, churches, and landscapes) that are still standing in the APE need visual assessment to determine their eligibility for the NRHP. Based on all the data collected, we will generate our cost proposal. The cost proposal and scope of work can be provided to the DOTD personnel within 48 hours of the initial request.

Upon notice to proceed, the project will be established with our job reporting system, a fully integrated computerized project control and financial management system. In this system, each project is assigned a unique number which can be refined into separate tasks depending on the nature and length of the project. As work progresses, the completion status of each project or task compared to schedule and budget is tracked. Project reports are generated weekly to project managers, which enables us to quickly identify, document, and address any delays. If a project delay occurred that would impact the completion of a Task Order and/or contract deadline, the Principal Investigator would provide documentation to the DOTD.

Additionally, prior to fieldwork commencing, the Principal Investigator will obtain the names, addresses, and contact information of the last known resident or nonresident landowners from the associated parish's assessor's office. A letter will be prepared and sent to all landowners requesting permission to conduct the cultural resources survey, which will include written consent to remove, analyze, and curate artifacts recovered from a property. Additionally, the Principal Investigator will contact Louisiana One Call to mark the locations of buried utilities, pipelines, and/or cables within the APE.

The Principal Investigator will notify the Environmental Project Manager (EPM) when the fieldwork begins and ends. Additionally, the Principal Investigator will provide bi-weekly status reports to the EPM. Ten business days after fieldwork has completed, the Principal Investigator will provide two typed copies and a PDF of any site record forms and/or site record update forms as well as a Management Summary (if required) to the EPM. NRHP eligibility recommendations with supporting reasons for any identified cultural resources within the PA will be included within the Management Summary and/or the Draft Cultural Resources Survey Report. Any diagnostic artifacts recovered during the investigation will be depicted within the report. Five copies of the Draft Report and a searchable PDF version will be submitted to the DTOD within the established TO timeframe. Subsequent revised versions of the report as well as the Final Report will follow these same protocols and established deadlines. All reports and fieldwork will meet the standards of the Louisiana Department of Culture, Recreation and Tourism, Divisions of Archaeology and Historic Preservation.

Any cultural materials recovered during field projects are delivered to TerraX's laboratory in Tuscaloosa, Alabama, for processing. Upon initial receipt of materials and field forms, bag lists are entered into a computer database for use with a labeling program. Materials are cleaned and, if necessary, stabilized before classification and quantification by laboratory analysts. Cultural materials are sorted on the basis of material (i.e., ceramic, glass, etc.), manufacturing method, and/or decoration. All project materials, including artifacts and documentation, will be curated in accordance with the current guidelines of the Louisiana Department of Culture, Recreation and Tourism, and Division of Archaeology.

The Principal Investigator assigned to a specific delivery order will be the individual responsible for the validity of the material presented in the report. During the execution of the work, the Principal Investigator will provide adequate professional supervision to assure timeliness, accuracy, quality, and completeness. If a project involves a specific group of people whose descendants are still living, the Principal Investigator will ensure this group will be informed of the studies and consulted.

### ***Quality Control Procedures***

The critical elements of TerraX's quality control plan are related to pre-construction activities, contracting activities, project plan development, project execution activities, project closeout activities, continuous improvement process, and internal audit process. We



continuously strive to improve our operations and services through our programs of client and employee feedback, deficiency reporting, and improvement initiatives.

All work will have a documented, independent peer review to ensure that products are technically sound, based on valid supportable assumptions, contain supporting data, and meet the client's scope of services and contract goals. Paul Jackson will schedule these peer reviews so that the overall flow of the project schedule is not impacted. If there is an impasse on specific issues between the reviewer and the Principal Investigator, Kristi Jackson will meet with the parties and resolve the issue.

During periodic interviews with our client, if certain dissatisfaction with any aspect of our service is brought up, the Project Manager will analyze the root cause of the problem, assess the contributing factors, and determine whether the problem is isolated or systematic. Once the root cause is clarified, solutions will be developed and documented in a continuous improvement report to the client. The solution will be implemented, and performance monitoring to ascertain whether the solution is effective. The Project Manager will follow up with the client to determine if they are satisfied with the solution and have noticed improved performance.

Effective communication with our clients and the various project team members is key to successfully managing a given project. Consequently, we will use a structured project communication and reporting plan to ensure that everyone is kept apprised of the project's status and is clear on assignments and expectations.

Our Contract Manager, Kristi Jackson, will hold weekly conference calls with the Principal Investigators and Project Managers to review the progress and status of their task assignments. Minutes from the calls will be documented and placed in the project files.

All documents submitted to DOTD will be reviewed by the Principal Investigator and a member of our editing team. Once all revisions have been made, and the document is ready to be sent to the client, one of our other Principal Investigators, who is not associated with the project, will conduct a third-party review. Once this review is complete and all issues are addressed, the draft document will be sent to the client for review.

**19. Workload: Not Applicable to TerraXplorations, Inc.**

For all contracts where a firm on the team is a prime consultant or sub-consultant and where a) the consultant selection was made by DOTD, and b) a contract was executed by the consultant and the contracting entity by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

- 1) one of the team's firms is responsible for the performance of the work;
- 2) authorization to perform the work has been provided, as provided in the contract between the consultant and the contracting entity;
- 3) the work has not yet been performed and invoiced; and
- 4) the work is not currently suspended for an indefinite period of time.

For indefinite delivery/indefinite quantity (IDIQ) contracts, list open Task Orders individually.

List only the portion of the fees attributable to firms on the team.

Firm(s)	Past Performance Evaluation Discipline(s) *	State project number	Project name	Remaining Unpaid Balance**
			Not Applicable to TerraXplorations, Inc.	

(Add rows as needed)

DO NOT SUM

\* The only past performance evaluation disciplines to be used are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and Other. If a firm has more than one past performance evaluation discipline for any single project, the firm can use multiple rows to express the remaining unpaid balance per evaluation discipline.

\*\* Round to the nearest dollar. **Do not** round to the nearest thousands. If there are no active contracts with a remaining unpaid balance, place N/A in the Remaining Unpaid Balance column. LEAVING THE "REMAINING UNPAID BALANCE" COLUMN BLANK IS NOT ACCEPTABLE.

**20. Certifications/Licenses: Not Applicable to RFP**

If the advertisement requires submission of licenses and/or certificates, include them here. Otherwise, leave this section blank.

**21. QA/QC Plan and/or Work Plan: Not Applicable to RFP.**

If the advertisement requires submission of a QA/QC plan or Work plan, include them here. Otherwise, leave this section blank.

**22. Sub-consultant information: Not Applicable to TerraXplorations, Inc.**

If one or more sub-consultants will be used, provide the name, address, point of contact and phone number for each. Otherwise, leave this section blank.

<b>Firm Name (as registered with Louisiana's Secretary of State)</b>	<b>Address</b>	<b>Point of Contact and email address</b>	<b>Phone Number</b>

(Add rows as needed)

**23. Location:**

If location is an evaluation criterion for this advertisement and the prime consultant intends to establish a local presence, describe the plan for doing so. Otherwise, leave this section blank.

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED]