

FORT WARD DOCUMENTARY STUDY AND ARCHEOLOGICAL EVALUATION

Scope of Work and Budget for Stage One Archeological Investigations (Task 1-3) At Fort Ward Historical Park City of Alexandria, Virginia

October 1, 2010

The Phase I and II archeological investigations as part of the Fort Ward Documentary Study and Archeological Evaluation will be carried out in up to three separate stages, in accordance with the project Request for Proposals. Archeological work is anticipated to continue throughout the project duration, which is scheduled to begin in Fiscal Year (FY) 2011 and may continue in subsequent fiscal years, as funding becomes available.

This work plan covers all archeological fieldwork to be completed for Stage One of the Fort Ward Documentary Study and Archeological Evaluation. The work will be supervised and performed by The Ottery Group, along with assistance from the University of Maryland's Department of Anthropology, on behalf of City of Alexandria. Stage One will include research, field and laboratory work, and reporting to adequately identify and evaluate various known or suspected archeological sites and the known location of a historic family cemetery plot. There are three specific areas that will be the focus of the archeological work to be completed under Stage One, as identified on the attached maps. These include the area referred to as the Jackson Cemetery; the original Short home site; and the area known as the Old Grave Yard along with the area previously used as a maintenance yard that was the former location of a church/school, the Adams' graves, and possible additional burials. Based on maps provided by the City, our estimates for total area to be surveyed is no greater than 2.55 acres (Maintenance Yard=1.4 acre; Short site=0.9 acre; Jackson cemetery=0.25 acre).

All aspects of this investigation will comply with the OSHA standards and the guidelines set forth in the *City of Alexandria Archaeological Standards*, the *Guidelines for Conducting Cultural Resource Survey in Virginia*, and the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

The goals of the archeological investigations for Stage One are:

- Locate and confirm the presence of human burials in the three survey areas. All possible burial locations identified during the 2009 ground penetrating radar survey (GPR) will be explored as will areas where graves were not identified. The use of GPR as a method to identify burial locations will be assessed. No excavation of, or disturbance to, human remains will occur.
- Delineate the boundaries of clusters of burials or individual graves in same areas.
- Map all identified burials utilizing City surveyors who can place precise locational information on city base maps of the property.
- Locate, record, and evaluate sites of the African American schoolhouse, church, and other structures that were present in the survey areas into the middle twentieth century and test for other cultural resources (such as Civil War and Native American site areas) through standard shovel testing, metal detection, and mechanical trenching.

Background Research

Research specific to the archeological investigations will be necessary to synthesize information on the archeological context of this area. Research will include obtaining site information on other sites in the vicinity of Fort Ward from Alexandria Archaeology or the Virginia Department of Historic Resources (for other sites located outside the City boundaries). The archeological research will

include a review of other similar and contemporaneous sites to identify the potential type, morphology, function, and age of various subsurface cultural and historic features that are believed to be located in the three survey areas, as well as in other parts of the Fort Ward property.

The results of the archeological research will be included as part of the historic context for the archeological investigations and will be detailed in the draft and final archeology reports.

Field Investigations

All fieldwork carried out during the course of this task, and subsequent tasks in Stages Two and Three, will be completed in accordance with Section 7 of the RFP (Specifications for Survey, Excavation, Laboratory Work, and Curation). Field methods will include shovel testing, hand and mechanical trenching/scraping, and metal detecting. Each method is more fully described below. Costs for the field investigations are based on the surface area estimates for mechanical and/or hand excavation or monitoring, as shown on the attached site maps. The proposed field approach does not guarantee that every burial or archeological feature will be identified and the associated costs are not based on the identification of all burials, potential burials, or other resource factors that arise during the course of the investigation.

Archaeological work will be coordinated with the Park Manager at Fort Ward (Walter Powell, 703-930-0755, walter.powell@alexandriava.gov). All open excavations outside of the maintenance yard will be fenced and the gate to the maintenance yard will be locked when archaeologists are not present. The City will supply a secure storage space for equipment and artifacts, if needed by the consultant.

Shovel Testing

The initial field strategy involves excavating shovel test pits at 30-foot intervals across the selected areas, focusing on locations identified through map research and historic aerial imagery that shows historic features. In areas of greater potential, intervals may be closer (15 feet), and in areas of low potential the distance between STPs may increase. For instance, if initial STPs in an area indicate an excess of fill that precludes excavation to the depth of a buried surface or underlying natural soils, fewer initial STPs will be dug in that area. In this case, the interval will be determined to ensure that the number of initial STPs allows for an understanding of the depth of the fill across the area, and additional STPs shall be dug in the buried surface/natural soil layers as the trenching and scraping is being done. If a feature (including a potential grave shaft) is discovered in the course of digging an STP, excavation of the STP will stop, and investigation of the feature will continue using the methods for hand excavation/trenching/scraping described below. A maximum of 200 shovel test pits will be excavated in the three specified areas.

Analysis of shovel testing will include the use of Surfer to generate maps showing artifact densities across the survey areas. These maps are very useful in assessing the archeological potential of each area and for refining future research and field strategies.

Hand and Mechanical Excavation

Following the completion of the initial shovel testing, we will consult with the city to determine where additional archeological testing should occur, given the discovery of potentially significant archeological features relating to the history of Fort Ward. If determined necessary, an additional 125 square feet of surface area will be excavated using hand-excavated 5-x-5-foot or 2.5-x-5-foot units. All soil from these units will be screened, and artifacts collected. Units will be excavated in order to enable a preliminary evaluation of the archeological features identified during shovel testing.

or in the course of stripping, as described below. The evaluation involves assessing the archeological integrity and research potential of each resource or site. This evaluation will include documenting the general condition of the feature, recovering temporally diagnostic artifacts, recording structural dimensions of architectural features, and assessing construction techniques.

Mechanical excavations will include trenching and scraping, and will only be conducted after shovel testing has been completed, as the results of shovel testing (i.e., depth and nature of soil stratigraphy) will be used to guide the use of the backhoe in stripping off fill and surface soils and ensuring that intact, buried soils are not disturbed. If areas of deep fill are found on site that preclude STPs from reaching the depth of soil layers that could have archaeological potential, STPs will be dug when buried surfaces are exposed through mechanical stripping prior to stripping off the buried surface.

Hand and mechanical excavations will be conducted to confirm/disprove the currently identified possible burial locations, as located by the previously conducted Ground Penetrating Radar (GPR) study. In all six survey areas combined, there are a total of 38 targets that are believed to represent possible burials. In most locations, a backhoe will be used to strip off the surface layer to identify grave shafts. If evidence of ritual placement of objects on graves is observed within the surface layer, excavation will stop, locations and artifacts will be recorded, and objects left in place with no further stripping. Once surface soils have been mechanically stripped, the exposed surfaces will be carefully scraped by hand to identify soil stains or other features indicating the presence of human burials. Once a grave shaft is identified, excavations will cease and additional hand excavation may be conducted to more fully expose the shaft outlines for the purposes of documenting dimensions and possible demographic details (i.e., small shaft represent infants/children, larger shafts representing older individuals). No excavation into grave shafts will occur. Mechanical excavations, including trenching and scraping, will also be used to test for and expose other features, such as the foundation areas of the church and Shorts' home.

There will be no mechanical excavation within 6 feet of any tree. Efforts will be made to keep all mechanical excavations a prescribed distance away from individual trees, according to the following formula: a distance in feet equal to the diameter of the tree trunk in inches. Excavations to test the possible burial locations that are too close to trees for mechanical stripping will be done with 5 by 5-foot square hand-dug units. It is anticipated that a minimum of from 600 to 700 square feet of hand-stripping will be necessary to test for burial locations near the trees. As shown on the attached grading plan, there will be a minimum of 5500 square feet of mechanical excavations. Exact locations of all excavation units (included trenches, scraped areas, and hand-dug unit)s within the limits of disturbance are subject to change on the basis of findings during the course of the archaeological work.

Details on the grave shafts and other features will be recorded on standard forms and will include hand drawn field maps, dimensions, orientation, and photographs. A site map with excavation areas, and grave and feature locations will be prepared. The consultant shall be responsible for coordinating with the City surveyors to ensure proper spatial recordation of all graves and other features discovered, as well as all excavation units. As excavations and recording are completed, all units will be backfilled and returned as closely as possible to the pre-excavation grade. If deemed appropriate by the City's Department of Recreation, Parks and Cultural Activities, the areas will be seeded, and covered with straw with materials provided by the City for use by the consultant. If additional restoration efforts are necessary, costs for materials (i.e., sod, pavement, gravel, etc.) and other subsequent restoration services will be the responsibility of the City.

Costs for the backhoe and operator are not included in the attached cost estimates, and it is assumed that the City will provide these services. The City will be responsible for actions by City staff. It is estimated that the backhoe will be needed two to three days per week throughout the course of the fieldwork. It is noted that use of a backhoe to excavate surface soils may require permits and other site preparation (i.e., installation of silt fencing, location for spoils, etc.) that will necessitate

cooperation with other City departments. The City of Alexandria will be responsible for any costs or fees associated with permits and site preparations, and these costs are not included in the attached budget.

Metal Detecting

Metal detecting will be used to identify possible historic artifact scatters associated with military or domestic uses of the Fort Ward parcel. Metal detecting will be accomplished using a qualified person with experience in metal detecting to locate historical artifacts. Metal detecting will involve conducting systematic sweeps along parallel transects across each of the survey areas, including burial areas. Any 'hits' will be investigated with hand excavated pits to recover any historic materials. Locations of hits will be placed on a scaled site plan. If fill is present, an assessment will be made regarding the efficacy of metal detecting the current ground surface, and if deemed appropriate, metal detection will take place after fill soils are removed.

Laboratory Processing and Analysis

Artifacts recovered from the field investigations will be processed at The Ottery Group's dedicated laboratory in Olney, Maryland. Additional laboratory space is available at the Department of Anthropology, University of Maryland, College Park. If appropriate, some materials may be processed at this secondary location, which would also afford opportunities for undergraduate student participation in the identification and cataloging of the Fort Ward assemblage.

The objectives of laboratory processing and analysis will be to prepare artifacts for permanent curation, and to determine to the extent possible the date, function, affiliation, and significance of the archaeological site evaluated. Most artifacts will be gently washed using water and a soft toothbrush. Delicate and/or unstable materials, such as decayed metal and organic material, will be carefully dry-brushed with a soft toothbrush. After they have dried, the artifacts will be labeled and bagged according to provenience and type. Artifacts will be given acid-free paper labels with full provenience information, including the state site number, catalog number, unit number, stratum, and date. Each type of artifact in each stratum of every test unit location will be given a unique catalog number. All artifact information will be entered into an Access spreadsheet, and will be compatible with the Alexandria Archaeology collection data base. If possible, a template for data entry will be supplied to the consultant by Alexandria Archaeology, or the consultant will have access to data entry in the City system through Citrix. Artifacts will be catalogued according to the Alexandria Archaeology codebook.

The artifacts and accompanying acid-free labels will be placed in 2-mil or 4-mil, perforated polyethylene zip-lock bags. The site number and bag number will be written on the exterior of bags with permanent black marker, and provenience information acid-free labels will be inserted in each bag. Bags will then be placed in archival-quality acid-free "Hollinger" boxes for curation.

During labeling and bagging, the artifacts will be cataloged and analyzed. A computerized catalog of the complete artifact assemblage will be produced and used to conduct basic analyses of the type and date range for the assemblage. If an archeological site is identified during the field survey, artifacts from that site will be carefully assessed for their research potential, and will be the primary means by which the site is determined to be potentially significant.

All artifacts collected from the archeological investigation will eventually be curated by Alexandria Archeology. Fees associated with curation will be the responsibility of the city and are not included in the proposed project budget.

Reporting

Because archeological work that is started in Stage One will continue into Stage Two, the consultant will complete a management summary for the work accomplished under Stage One. This management summary will, for all intents and purposes, provide a complete summary of the historic and archeological context, field results, artifact catalog, and conclusions and recommendations. Conclusions will provide information on the identification and evaluation of site and resources, and recommendations will provide specific management goals and objectives. It is anticipated that significant archeological and historic resources will be identified and, therefore, recommendations will likely include specific work items to be completed in Stage Two (and possibly Stage Three).

Total: \$ 32, 900

Budget breakdown available as FOIA request

FORT WARD DOCUMENTARY STUDY AND ARCHEOLOGICAL EVALUATION

Scope of Work and Budget for Updating *Inventory of Historic Resources* (Task 1-2) At Fort Ward Historical Park City of Alexandria, Virginia

October 1, 2010

This Scope of Work and budget are for updating the draft *Inventory of Historic Resources* (2009) and producing it in a final form with all required appendices. This will include updating and refining the text and the series of overlay maps. For the periods of significance related to the African American neighborhood, an introductory overview shall be written and a map shall be produced for each significant period to illustrate the character of the community and to identify the families living in the neighborhood at the time. The updated maps will delineate land parcels and locations of additional structures that were identified during the course of the research, and will augment and correct information about the land ownership, residents, and use during the different time periods. The maps will be incorporated into the report, and will also be submitted digitally in a GIS format for use by the City. Additional updates and revisions may be needed in later stages of this project as more information becomes available, but the subsequent updates are not included within this scope. Specifics of this scope of work (Task 1-2 in the City of Alexandria Request for Proposals No 0000104) include the following:

Historical Research:

- Meet with community volunteers and descendants and visit City repositories to collect and become familiar with previous research. Scan and/or copy necessary documents, including data required for appendices.
- Conduct historical research for updating the draft *Inventory of Historic Resources*. This will include: filling in the gaps in the chain of title for the early deeds prior to the Civil War, following up on the court settlement that leads to the African American ownership of property at Fort Ward; researching the Hooe and Hooff families; and examining associated wills, deeds, taxes, agricultural censuses, and other sources identified.

Inventory Update:

- Update the inventory, both text and graphics, as a Word document based on new historical research and archeological information (collected since the production of the draft in September 2009 and as part of the current Scopes of Work). Add an introductory overview on the African American community with ownership maps by time period.
- Revise and update GIS maps based upon information gathered through the research process and archaeological testing. Create GIS ownership maps by time

period for the African American community. The City will provide access to the GIS layers necessary for the updates, and the contractor will provide new layers to the City incorporating historical and archaeological features in a format compatible with the City's GIS.

- Using Microsoft Access, create an updated inventory of historical resources. From this database, information can be exported into Microsoft Excel to create appendices for the historic context report and for use in future research efforts.

Inventory Preparation:

- Produce the updated inventory in final form, including appendices.
- Submit a final draft for review by Alexandria Archaeology.
- Make required corrections. Produce and submit 3 bound hard copies of the approved final draft, with the spines labeled with report title, company name and date. In addition, submit a digital copy of the inventory on a CD.

Total Contract: \$10,770

Budget breakdown available as FOIA request