



P A L E O W E S T

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GSA Contract Number: GS-10F-0116V | Schedule Title: Environmental Services, FSS Group: 899

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PaleoWest is a solution-driven archaeological consulting firm that shepherds its clients' projects through the regulatory challenges posed by history, prehistory, and traditional cultures. Our team of archaeologists, anthropologists, and historians creates solutions to support the needs of government and tribal agencies throughout the West.

PaleoWest's federal clients include the National Park Service, USDA Forest Service, USDI Bureau of Land Management, U.S. Department of Energy, and the Department of Defense.

Service Categories

SIN 899-1 Environmental Planning Services & Documentation

- Archaeological Research Designs and Work Plans
- Archaeological Surveys / Inventories (Phase I)
- Archaeological Testing and Data Recovery (Phase II and III)
- Historic Properties Assessments • Tribal Consultation
- Traditional Cultural Property (TCP) Assessments
- Ethnographic Studies
- Ruins Stabilization and Preservation Labor Category Rates

Labor Category Rates

Title	Hourly Rate	Daily Rate
Project Principal	\$99.00	\$792.00
Principal Investigator	\$82.80	\$662.40
Field Director	\$70.20	\$561.60
Crew Chief	\$52.20	\$417.60
Field Technician I	\$39.60	\$316.80
Field Technician II	\$36.00	\$288.00
Administrative Assistant	\$36.00	\$288.00

Cartographer	\$63.90	\$511.20
GIS Director	\$55.80	\$446.40
GIS Technician	\$43.20	\$345.60
Technical Editor	\$54.00	\$432.00
Draftsperson/Illustrator	\$52.20	\$417.60
Laboratory Director	\$54.00	\$432.00
Laboratory Technician	\$34.20	\$273.60
Specialized Materials Analyst	\$54.00	\$432.00

Labor Category Descriptions

Title	Position Description	Education/ Experience
Project Principal	Provides management and leadership for a specific project. Ensures that PaleoWest's staff resources are properly allocated to the project. Ensures the success of the project. Takes initiative to resolve problems and create improved procedures to assure tasks are completed in the most effective manner possible. Addresses client concerns and make sure that client's needs are fulfilled and staff, budgets, schedules, and quality control procedures are properly coordinated.	M.A. or M.S. degree. Ten years of experience in fieldwork and report completion, as well as scheduling and budgeting of projects related to cultural resources required.
Principal Investigator	Under general supervision of the Project Principal, manages all aspects of small and large archaeology projects and tasks including, supervision of personnel and physical resources, budgeting, preparation of proposals and reports, monitoring field procedures, and performance of field procedures. Supervises and performs all aspects of field research, data analysis, and writing of project reports. Schedules personnel, vehicles, and other resources, and maintains budget requirements. Instructs field personnel on methods of inventory, and provides verbal and written instructions for specific tasks. Instruct employees in special tasks and job techniques. Follows procedures and budgetary restraints outlined in proposals to conclude projects on budget and on time. Conducts field procedures, including surveys, monitoring, photographing, and data recovery activities. Performs site file searches using museum, university, and federal and state records. Produces or contributes to reports, proposals, and other documents.	M.A. or M.S. (Ph.D. preferred) and 5 years of experience in cultural resources.

<p>Field Director</p>	<p>Under general supervision of the Principal Investigator, manages all aspects of small archaeology projects and tasks including supervision of personnel and physical resources, budgeting, preparation of reports and other project documents, and performance of field procedures. Directly supervises and performs all aspects of field data collection, data analysis, and writing of project reports. Schedules personnel, vehicles, and other resources, and maintains budget requirements. Instructs field personnel on methods of inventory, and provides verbal and written instructions for specific tasks. Instruct employees in special tasks and job techniques. Follows procedures and budgetary restraints outlined in proposals to conclude projects on budget and on time. Conducts field procedures, including surveys, monitoring, mapping, photographing, and data recovery activities. Performs site file searches using museum, university, and federal and state records. Produces or contributes to reports, proposals, and other documents.</p>	<p>B.A. (B.S.), M.A. or M.S. preferred, in Archaeology, Anthropology, or related field, or comparable experience. Certified in Basic First Aid and CPR training. Five years specialized experience in archaeology, or experience with small projects.</p>
<p>Crew Chief</p>	<p>Under general supervision of Field Director or Principal Investigator, leads and performs all aspects of field archaeology including, survey, excavation, data recovery, monitoring, and testing. Supervises and insures that the field crew conducts field research properly. Participates in data analysis and assists in writing project reports. Assists with scheduling of personnel, vehicles, and other resources. Conduct surveys and locates sites using GPS units, topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and maps. Performs site file searches using museum, university, and federal and state records. May contribute to report writing and production, under supervision of Principal Investigator.</p>	<p>B.A., B.S. and three years specialized experience in archaeology or related field.</p>
<p>Field Technician I</p>	<p>Under general supervision of Crew Chief or Field Director, performs skilled field tasks including, survey, excavation, data recovery, monitoring, and testing, while working with crew members. Participates in data analysis, and assists in writing project reports. Conduct surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and maps. Performs site file searches using museum, university, and federal and state records. May contribute to report writing and production, under supervision of Principal Investigator or Field Director.</p>	<p>B.A. or B.S. and one year specialized experience in archaeology or related field.</p>
<p>Field Technician II</p>	<p>Under direct supervision of Crew Chief, and general supervision of Field Supervisor or Project Manager, performs unskilled and semi-skilled aspects of field archaeology including, survey, excavation, data recovery, monitoring, and testing. Assistance with field survey, excavation, data recovery, monitoring, or testing procedures; including walking survey area with other crew members searching for historic or prehistoric cultural resources, hand excavating and augerin, placing artifacts into field bags, and related tasks.</p>	<p>Field school training or equivalent experience in archeology or related field.</p>

Administrative Assistant	Assists Project Principal and other project supervisors in carrying out various non-field tasks. Responsible for completing word processing, data entry, and other computer tasks as assigned by Office Manager, Project Managers and Editors. Maintains computer records, types or uses computer to fill in required forms, answers telephones and responds to requests by telephone from clients and project managers from outside the department, and catalogs library entries.	B.A., proficiency in MS Office and other relevant computer products, and one year experience.
Cartographer	Operates digital total station in the field to collect cartographic data. Coverts such data into detailed site and project maps.	B.A. or equivalent degree and two years specialized experience.
GIS Director	Digital production of maps and other graphics using GIS related software including Arc/Info, AutoCAD, AutoCAD, ArcGIS, and familiarity with other graphics software including ArcView, Adobe Illustrator, and Photoshop.	B.A. or equivalent and two years specialized experience.
GIS Technician	Under supervision of GIS Director, prepares digital maps and other graphics using GIS-related software including Arc/Info, AutoCAD, AutoCAD, ArcGIS, and familiarity with other graphics software including ArcView, Adobe Illustrator, and Photoshop.	B.A. or equivalent experience.
Technical Editor	Edits technical documents and related materials for consistency, clarity, proper syntax and grammar, and technical accuracy.	B.A. or equivalent degree and two years specialized experience.
Draftsperson/Illustrator	Prepares clear, complete and accurate working plans, maps, graphics, and drawings from rough or detailed sketches or notes for final report production and other projects, according to specified dimensions by hand or by computer aided design (CAD) system. Makes final sketch of proposed drawing, map, charts, or other product. Inks in lines and letters on pencil drawings as required. Applies knowledge of various machines, computer software programs, mathematics, and other sciences to complete drawings.	One year of specialized experience and technical proficiency
Laboratory Director	Oversees all operations of archaeological laboratory, including artifact cataloguing and labeling, cleaning and processing, database management, maintenance of laboratory and field equipment, and distribution of materials to specialized analysts.	B.A. (M.A. preferred) and 5 years specialized experience in archaeology, museology, or related fields.
Laboratory Technician	Under the supervision of Laboratory Director, cleans and processes artifacts, performs data entry, maintains databases and forms, and assists with field and laboratory equipment.	Coursework in archaeology or related field and one year specialized experience.
Specialized Materials Analyst	Under the supervision of the Principal Investigator, carries out analysis of specialized material or data classes, such as ground stone, flaked stone, ceramic, shell, or historic artifacts.	M.A. or B.A. and equivalent experience, plus 2 years specialized experience.

Contact Us

For additional information, contact Noel Motsinger at 602-261-7253, or email: gsa@paleowest.com.