



## **AGREEMENT FOR PROFESSIONAL ARCHAEOLOGICAL SERVICES – FORT KING NATIONAL HISTORIC LANDMARK**

THIS AGREEMENT FOR PROFESSIONAL ARCHAEOLOGICAL SERVICES – FORT KING NATIONAL HISTORIC LANDMARK (“Agreement”) is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation (“City”) and **GULF ARCHAEOLOGY RESEARCH INSTITUTE, INC.**, a not-for-profit corporation duly organized and authorized to do business in the state of Florida (EIN: 59-3296789) (“GARI” or “Archaeologist”).

**WHEREAS**, on August 01, 2025, City issued a Request for Proposal for the provision of professional archaeological monitoring, non-invasive survey technology, and interpretive programming services at the Fort King National Historic Landmark, RFP No.: REC/250728 (the “Solicitation”); and

**WHEREAS**, four (4) firms responded to the Solicitation and, after consideration of the evaluation factors set forth in the Solicitation, the Proposal submitted by Gulf Archaeology Research Institute, Inc. received the highest score from the City’s Selection Committee; and

**WHEREAS**, Archaeologist was chosen as the intended awardee to provide professional archaeological services at the Fort King National Historic Landmark (the “Project”); and

**WHEREAS**, Archaeologist certifies that Archaeologist is qualified and possesses the required experience and licensure.

**NOW THEREFORE**, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Archaeologist agree as follows:

1. **RECITALS.** City and Archaeologist hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The Contract Documents which comprise the entire understanding between City and Archaeologist shall only include this Agreement and those documents listed in this section as Exhibits to this Agreement and the quote submitted by Archaeologist in response to same (the “Solicitation Documents”). Each of these documents are incorporated herein by reference for all purposes. If there is a conflict between the terms of this Agreement and the Contract Documents, then the terms of this Agreement shall control, amend, and supersede any conflicting terms contained in the remaining Contract Documents.
  - A. **Exhibits to Agreement:** The Exhibits to this Agreement are as follows:
    - Exhibit A: Price Proposal (A-1)
    - Exhibit B: Map (B-1)
    - Exhibit C: Scope of Work (C-1 through C-4)
    - Exhibit D: Archaeologist Proposal (D-1 through D-40)
    - Exhibit E: Addendum#1 (E-1)

If there is a conflict between the individual Exhibits regarding the scope of work to be performed, then any identified inconsistency shall be resolved by giving precedence in the following order: (1) Exhibit C, then (2) Exhibit A, then (3) Exhibit B, then (4) Exhibit D, then (5) Exhibit E.
3. **SCOPE OF SERVICES.** Archaeologist shall provide all materials, labor, supervision, tools, accessories, equipment necessary for Archaeologist to perform its obligations under this Agreement as set forth in the attached **Exhibit C - Scope of Work**. The Scope of Work and/or



pricing under this Agreement may only be adjusted by written amendment executed by both parties.

4. **COMPENSATION.** City shall pay Archaeologist an amount no greater than **FORTY-NINE THOUSAND NINE HUNDRED NINETY-NINE AND NO/100 DOLLARS (\$49,999)** (the "Contract Sum") over the contract term as full and complete compensation for the timely and satisfactory performance of services in accordance with the pricing and frequency detailed in **Exhibit C – Scope of Work** and **Exhibit A – Price Proposal**.
  - A. **Price Adjustments.** Prices offered shall remain firm for the initial contract term. Requests for price adjustments may be submitted, in writing, **no later than NINETY (90) DAYS** prior to the expiration of the prior term and must include proper CPI justification or other documentation supporting the adjustment. The City will review the submitted request for price adjustment and render a decision, in its sole discretion, as to whether it is in the best interest of the City to adjust the pricing on the awarded goods or services or reject the adjusted pricing and issue a competitive solicitation. In any event, price increases for renewal terms shall be subject to a maximum negotiated increase of **no more than THREE PERCENT (3%)** annually unless there are mitigating market conditions. The City is under no obligation to renew the contract for an additional term or to accept Archaeologist's proposed price increases. Archaeologist must receive written notification from the City confirming that the City has accepted the new prices prior to processing any orders at the new cost. Any orders issued by the City prior to formal approval of a price increase shall not be modified. Any payment of the adjusted price by City does not constitute acceptance of new pricing. Archaeologists are expected to pass along to the City any and all decreases in pricing on products and services or to keep pricing constant when market conditions warrant no such increases.
  - B. **Invoice Submission.** All invoices submitted by Archaeologist shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Archaeologist shall submit the original invoice through the responsible City Project Manager at: **City of Ocala Recreation and Parks Department Outdoor/Historical Resource Archaeologist**, Attn: **Samantha Jarvis, 3925 East Fort King Street, Ocala Florida, 34470**, E-Mail: [sjarvis@ocalafl.gov](mailto:sjarvis@ocalafl.gov).
  - C. **Payment of Invoices by City.** The City Project Manager must review and approve all invoices prior to payment. City Project Manager's approval shall not be unreasonably withheld, conditioned, or delayed. Payments by City shall be made no later than the time periods established in section 218.735, Florida Statutes.
  - D. **Withholding of Payment.** City reserves the right to withhold, in whole or in part, payment for any and all work that: (i) has not been completed by Archaeologist; (ii) is inadequate or defective and has not been remedied or resolved in a manner satisfactory to the City Project Manager; or (iii) which fails to comply with any term, condition, or other requirement under this Agreement. Any payment withheld shall be released and remitted to Archaeologist within **THIRTY (30)** calendar days of the Archaeologist's remedy or resolution of the inadequacy or defect.
  - E. **Excess Funds.** If due to mistake or any other reason Archaeologist receives payment under this Agreement in excess of what is provided for by the Agreement, Archaeologist shall promptly notify City upon discovery of the receipt of the overpayment. Any overpayment shall be refunded to City within **THIRTY (30)** days of Archaeologist's receipt of the



overpayment or must also include interest calculated from the date of the overpayment at the interest rate for judgments at the highest rate as allowed by law.

- F. **Amounts Due to the City.** Archaeologist must be current and remain current in all obligations due to the City during the performance of services under this Agreement. Payments to Archaeologist may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.
- G. **Tax Exemption.** City is exempt from all federal excise and state sales taxes (State of Florida Consumer's Certification of Exemption 85-8012621655C-9). The City's Employer Identification Number is 59-60000392. Archaeologist shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the City, nor will Archaeologist be authorized to use City's Tax Exemption Number for securing materials listed herein.
5. **TERM OF AGREEMENT.** This Agreement shall become effective and commence on **NOVEMBER 10, 2025**, and continue in effect for a term of **TWO (2) YEARS**, through and including **NOVEMBER 9, 2027** (the "Term"). This Agreement may be renewed for up to **TWO (2)** optional **ONE (1) YEAR** periods by written consent between City and Archaeologist.
6. **FORCE MAJEURE.** Neither party shall be liable for delay, damage, or failure in the performance of any obligation under this Agreement if such delay, damage, or failure is due to causes beyond its reasonable control, including without limitation: fire, flood, strikes and labor disputes, acts of war, acts of nature, terrorism, civil unrest, pandemics, acts or delays in acting of the government of the United States or the several states, judicial orders, decrees or restrictions, or any other like reason which is beyond the control of the respective party ("Force Majeure"). The party affected by any event of force majeure shall use reasonable efforts to remedy, remove, or mitigate such event and the effects thereof with all reasonable dispatch.
- A. The party affected by force majeure shall provide the other party with full particulars thereof including, but not limited to, the nature, details, and expected duration thereof, as soon as it becomes aware.
- B. When force majeure circumstances arise, the parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Archaeologist performance shall be extended for a number of days equal to the duration of the force majeure. Archaeologist shall be entitled to an extension of time only and, in no event, shall Archaeologist be entitled to any increased costs, additional compensation, or damages of any type resulting from such force majeure delays.
7. **INSPECTION AND ACCEPTANCE OF THE WORK.** Archaeologist shall report its progress to the City Project Manager as set forth herein. All services, work, and materials provided by Archaeologist under this Agreement shall be provided to the satisfaction and approval of the City Project Manager.
- A. The City Project Manager shall decide all questions regarding the quality, acceptability, and/or fitness of materials furnished, or workmanship performed, the rate of progress of the work, the interpretation of the plans and specifications, and the acceptable fulfillment of the Agreement, in his or her sole discretion, based upon both the requirements set forth by City and the information provided by Archaeologist in its Bid. The authority vested in the City Project Manager pursuant to this paragraph shall be confined to the direction or specification



of what is to be performed under this Agreement and shall not extend to the actual execution of the work.

- B. Neither the City Project Manager's review of Archaeologist's work nor recommendations made by City Project Manager pursuant to this Agreement will impose on City Project Manager any responsibility to supervise, direct, or control Archaeologist's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident Archaeologist's furnishing and performing the work.
8. **TERMINATION AND DEFAULT.** Either party, upon determination that the other party has failed or refused to perform or is otherwise in breach of any obligation or provision under this Agreement or the Contract Document, may give written notice of default to the defaulting party in the manner specified for the giving of notices herein. Termination of this Agreement by either party for any reason shall have no effect upon the rights or duties accruing to the parties prior to termination.
- A. **Termination by City for Cause.** City shall have the right to terminate this Agreement immediately, in whole or in part, upon the failure of Archaeologist to carry out any obligation, term, or condition of this Agreement. City's election to terminate the Agreement for default shall be communicated by providing Archaeologist written notice of termination in the manner specified for the giving of notices herein. Any notice of termination given to Archaeologist by City shall be effective immediately, unless otherwise provided therein, upon the occurrence of any one or more of the following events:
- (1) Archaeologist fails to timely and properly perform any of the services set forth in the specifications of the Agreement;
  - (2) Archaeologist provides material that does not meet the specifications of the Agreement;
  - (3) Archaeologist fails to complete the work required within the time stipulated in the Agreement; or
  - (4) Archaeologist fails to make progress in the performance of the Agreement and/or gives City reason to believe that Archaeologist cannot or will not perform to the requirements of the Agreement.
- B. **Archaeologist's Opportunity to Cure Default.** City may, in its sole discretion, provide Archaeologist with an opportunity to cure the violations set forth in City's notice of default to Archaeologist. Archaeologist shall commence to cure the violations immediately and shall diligently and continuously prosecute such cure to completion within a reasonable time as determined by City. If the violations are not corrected within the time determined to be reasonable by City or to the reasonable satisfaction of City, City may, without further notice, declare Archaeologist to be in breach of this Agreement and pursue all remedies available at law or equity, to include termination of this Agreement without further notice.
- C. **City's Remedies Upon Archaeologist Default.** In the event that Archaeologist fails to cure any default under this Agreement within the time period specified in this section, City may pursue any remedies available at law or equity, including, without limitation, the following:
- (1) City shall be entitled to terminate this Agreement without further notice;
  - (2) City shall be entitled to hire another Archaeologist to complete the required work in accordance with the needs of City;



- (3) City shall be entitled to recover from Archaeologist all damages, costs, and attorney fees arising from Archaeologist's default prior to termination; and
- (4) City shall be entitled to recovery from Archaeologist any actual excess costs by: (i) deduction from any unpaid balances owed to Archaeologist; or (ii) any other remedy as provided by law.
- D. **Termination for Non-Funding.** In the event that budgeted funds to finance this Agreement are reduced, terminated, or otherwise become unavailable, City may terminate this Agreement upon written notice to Archaeologist without penalty or expense to City. City shall be the final authority as to the availability of budgeted funds.
- E. **Termination for Convenience.** City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The City Project Manager shall provide written notice of the termination. Upon receipt of the notice, Archaeologist shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Archaeologist shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Archaeologist as permitted under this Agreement and approved by City.
9. **DELAYS AND DAMAGES.** The Archaeologist agrees to make no claim for extra or additional costs attributable to any delays, inefficiencies, or interference in the performance of this contract occasioned by any act or omission to act by the City except as provided in the Agreement. The Archaeologist also agrees that any such delay, inefficiency, or interference shall be compensated for solely by an extension of time to complete the performance of the work in accordance with the provision in the standard specification.
10. **PERFORMANCE EVALUATION.** At the end of the contract, City may evaluate Archaeologist's performance. Any such evaluation will become public record.
11. **NOTICE REGARDING FAILURE TO FULFILL AGREEMENT.** Any Archaeologist who enters into an Agreement with the City of Ocala and fails to complete the contract term, for any reason, shall be subject to future bidding suspension for a period of **ONE (1)** year and bid debarment for a period of up to **THREE (3)** years for serious contract failures.
12. **ARCHAEOLOGIST REPRESENTATIONS.** Archaeologist expressly represents that:
- A. Archaeologist has read and is fully familiar with all of the terms and conditions of this Agreement, the Contract Documents, and other related data and acknowledges that they are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of the work to be performed by Archaeologist under this Agreement.
- B. Archaeologist has disclosed, in writing, all known conflicts, errors, inconsistencies, discrepancies, or omissions discovered by Archaeologist in the Contract Documents, and that the City's written resolution of same is acceptable to Archaeologist.
- C. Archaeologist is familiar with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement whatsoever.



- D. **Public Entity Crimes.** Neither Archaeologist, its parent corporations, subsidiaries, members, shareholders, partners, officers, directors or executives, nor any of its affiliates, Archaeologists, suppliers, subcontractors, or consultants under this Agreement have been placed on the convicted vendor list following a conviction of a public entity crime. Archaeologist understands that a "public entity crime" as defined in section 287.133(1)(g), Florida Statutes, is "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States..." Archaeologist further understands that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime: (1) may not submit a bid, proposal, or reply on a contract: (a) to provide any goods or services to a public entity; (b) for the construction or repair of a public building or public work; or (c) for leases of real property to a public entity; (2) may not be awarded or perform work as an Archaeologist, supplier, subcontractor, or consultant under a contract with any public entity; and (3) may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
13. **ARCHAEOLOGIST RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of the Archaeologist:
- A. Archaeologist shall competently and efficiently supervise, inspect, and direct all work to be performed under this Agreement, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents.
  - B. Archaeologist shall be solely responsible for the means, methods, techniques, sequences, or procedures and safety precautions or programs incident thereto.
  - C. Archaeologist shall be responsible to see that the finished work complies accurately with the contract and the intent thereof.
  - D. Archaeologist shall comply with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement, and be responsible for all costs associated with same.
  - E. Archaeologist shall continue its performance under this Agreement during the pendency of any dispute or disagreement arising out of or relating to this Agreement, except as Archaeologist and City may otherwise agree in writing.
14. **WARRANTY.** Archaeologist warrants that all labor, materials, and equipment furnished under the agreement are new, of the type and quality required for the Project, and installed in a good and workmanlike manner in accordance with the Contract Documents.
- A. Archaeologist shall guarantee that the work shall be free from any defects in workmanship for a period of not less than **ONE (1) YEAR** from the date of Final Completion.
  - B. Archaeologist shall guarantee that the materials provided shall be free from any defects for the longer of: (1) **ONE (1) YEAR** from the date of Final Completion; or (2) the period of warranty provided by any supplier or manufacturer.
  - C. Archaeologist shall obtain for the benefit of City and Owner all standard warranties of subcontractors, suppliers, and manufacturers of all material, equipment, or supplies



manufactured, furnished, or installed. All written warranties for work, materials, or equipment supplied must be provided to the City Project Manager before final payment will be authorized.

15. **NO EXCLUSIVITY.** It is expressly understood and agreed by the parties that this is not an exclusive agreement. Nothing in this Agreement shall be construed as creating any exclusive arrangement with Archaeologist or as prohibit City from either acquiring similar, equal, or like goods and/or services or from executing additional contracts with other entities or sources.
16. **RESPONSIBILITIES OF CITY.** City or its Representative shall issue all communications to Archaeologist. City has the authority to request changes in the work in accordance with the terms of this Agreement and with the terms in **Exhibit C**. City has the authority to stop work or to suspend any work.
17. **COMMERCIAL AUTO LIABILITY INSURANCE.** Archaeologist shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial auto liability insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage arising out of Archaeologist's operations and covering all owned, hired, scheduled, and non-owned automobiles utilized in said operations. If Archaeologist does not own vehicles, Archaeologist shall maintain coverage for hired and non-owned automobile liability, which may be satisfied by way of endorsement to Archaeologist's Commercial General Liability policy or separate Commercial Automobile Liability policy.
18. **GENERAL LIABILITY INSURANCE.** Archaeologist shall procure and maintain, for the life of this Agreement, commercial general liability insurance with minimum coverage limits not less than:
  - A. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limit for bodily injury, property damage, and personal and advertising injury; and
  - B. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limit for products and completed operations.
  - C. Policy must include coverage for contractual liability and independent contractors.
  - D. Policy must include Additional Insured coverage in favor of the City that is no less restrictive than that afforded under the CG 20 26 04 13 Additional Insured Form.
19. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.** Worker's Compensation insurance shall be provided by Archaeologist as required by Chapter 440, Florida Statutes, or any other applicable state or federal law, including the U.S. Longshoremen's and Harbor Workers Compensation Act and the Jones Act.
  - A. Archaeologist shall similarly require any and all subcontractors to afford such coverage for all of its employees as required by applicable law.
  - B. Archaeologist shall waive and shall ensure that Archaeologist's insurance carrier waives, all subrogation rights against the City of Ocala and its officers, employees, and volunteers for all losses or damages. Archaeologist's policy shall be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or its equivalent.
  - C. Exceptions and exemptions to this Section may be allowed at the discretion of the City's Risk Manager on a case-by-case basis in accordance with Florida Statutes and shall be evidenced by a separate waiver.



## 20. ADDITIONAL INSURANCE REQUIREMENTS.

- A. Archaeologist's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by Archaeologist shall not be interpreted as limiting Archaeologist's liability or obligations under this Agreement. City does not in any way represent that these types or amounts of insurance are sufficient or adequate enough to protect Archaeologist's interests or liabilities or to protect Archaeologist from claims that may arise out of or result from the negligent acts, errors, or omissions of Archaeologist, any of its agents or subcontractors, or for anyone whose negligent act(s) Archaeologist may be liable.
- B. No insurance shall be provided by the City for Archaeologist under this Agreement and Archaeologist shall be fully and solely responsible for any costs or expenses incurred as a result of a coverage deductible, co-insurance penalty, or self-insured retention to include any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.
- C. **Certificates of Insurance.** No work shall be commenced by Archaeologist under this Agreement until the required Certificate of Insurance and endorsements have been provided nor shall Archaeologist allow any subcontractor to commence work until all similarly required certificates and endorsements of the subcontractor have also been provided. Work shall not continue after expiration (or cancellation) of the Certificate of Insurance and work shall not resume until a new Certificate of Insurance has been provided. **Archaeologist shall provide evidence of insurance in the form of a valid Certificate of Insurance (binders are unacceptable) prior to the start of work contemplated under this Agreement to: City of Ocala. Attention: Procurement & Contracting Department, Address: 110 SE Watula Avenue, Third Floor, Ocala Florida 34471, E-Mail: [vendors@ocalafl.gov](mailto:vendors@ocalafl.gov).** Archaeologist's Certificate of Insurance and required endorsements shall be issued by an agency authorized to do business in the State of Florida with an A.M. Best Rating of A or better. The Certificate of Insurance shall indicate whether coverage is being provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- D. **City as Additional Insured.** The City of Ocala shall be named as an Additional Insured and Certificate Holder on all liability policies identified in this Section with the exception of Workers' Compensation, Auto Liability (except when required by Risk Management) and Professional Liability policies. **Workers Compensation policy must contain a Waiver of Subrogation in favor of the City.**
- E. **Notice of Cancellation of Insurance.** Archaeologist's Certificate of Insurance shall provide **THIRTY (30) DAY** notice of cancellation, **TEN (10) DAY** notice if cancellation is for non-payment of premium. In the event that Archaeologist's insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Archaeologist to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the certificate holder. Additional copies may be sent to the City of Ocala at [vendors@ocalafl.gov](mailto:vendors@ocalafl.gov).
- F. **Failure to Maintain Coverage.** The insurance policies and coverages set forth above are required and providing proof of and maintaining insurance of the types and with such terms and limits set forth above is a material obligation of Archaeologist. Archaeologist's failure to





obtain or maintain in full force and effect any insurance coverage required under this Agreement shall constitute material breach of this Agreement.

- G. **Severability of Interests.** Archaeologist shall arrange for its liability insurance to include or be endorsed to include a severability of interests/cross-liability provision so that the "City of Ocala" (where named as an additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits.

21. **SAFETY/ENVIRONMENTAL.** Archaeologist shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Archaeologist shall make an effort to detect hazardous conditions and shall take prompt action where necessary to avoid accident, injury or property damage. EPA, DEP, OSHA and all other applicable safety laws and ordinances shall be followed as well as American National Standards Institute Safety Standards. Archaeologist shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:

- A. All employees on the work and other persons that may be affected thereby;
- B. All work, materials and equipment to be incorporated therein, whether in storage on or off the site; and
- C. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

All, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Archaeologist, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, shall be remedied by Archaeologist. Archaeologists' duties and responsibilities for the safety and protection of the work shall continue until such time as the work is completed and accepted by City.

22. **NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** During the performance of the contract, the Archaeologist shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, marital or domestic partner status, familial status, or veteran status and shall take affirmative action to ensure that an employee or applicant is afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation and selection for training or retraining, including apprenticeship and on-the-job training.

23. **SUBCONTRACTORS.** Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or its representatives to any subcontractor of Archaeologist or any other persons or organizations having a direct contract with Archaeologist, nor shall it create any obligation on the part of City or its representatives to pay or seek payment of any monies to any subcontractor of Archaeologist or any other persons or organizations having a direct contract with Archaeologist, except as may otherwise be required by law. City shall not be responsible for the acts or omissions of any Archaeologist, subcontractor, or of any of their agents or employees. nor shall it create any obligation on the part of City or its representatives to pay or to seek the payment of any monies to any subcontractor or other person or organization, except as may otherwise be required by law.



24. **EMERGENCIES.** In an emergency affecting the welfare and safety of life or property, Archaeologist, without special instruction or authorization from the City Project Manager, is hereby permitted, authorized and directed to act at its own discretion to prevent threatened loss or injury. Except in the case of an emergency requiring immediate remedial work, any work performed after regular working hours, on Saturdays, Sundays or legal holidays, shall be performed without additional expense to the City unless such work has been specifically requested and approved by the City Project Manager. Archaeologist shall be required to provide to the City Project Manager with the names, addresses and telephone numbers of those representatives who can be contacted at any time in case of emergency. Archaeologist's emergency representatives must be fully authorized and equipped to correct unsafe or excessively inconvenient conditions on short notice by City or public inspectors.
25. **INDEPENDENT CONTRACTOR STATUS.** Archaeologist acknowledges and agrees that under this Agreement, Archaeologist and any agent or employee of Archaeologist shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the services and work required under this Agreement. Neither Archaeologist nor its agents or employees shall represent or hold themselves out to be employees of City at any time. Neither Archaeologist nor its agents or employees shall have employee status with City. Nothing in this Agreement shall constitute or be construed to create any intent on the part of either party to create an agency relationship, partnership, employer-employee relationship, joint venture relationship, or any other relationship which would allow City to exercise control or discretion over the manner or methods employed by Archaeologist in its performance of its obligations under this Agreement.
26. **ACCESS TO FACILITIES.** City shall provide Archaeologist with access to all City facilities as is reasonably necessary for Archaeologist to perform its obligations under this Agreement.
27. **ASSIGNMENT.** Neither party may assign its rights or obligations under this Agreement to any third party without the prior express approval of the other party, which shall not be unreasonably withheld.
28. **RIGHT OF CITY TO TAKE OVER CONTRACT.** Should the work to be performed by Archaeologist under this Agreement be abandoned, or should Archaeologist become insolvent, or if Archaeologist shall assign or sublet the work to be performed hereunder without the written consent of City, the City Project Manager shall have the power and right to hire and acquire additional men and equipment, supply additional material, and perform such work as deemed necessary for the completion of this Agreement. Under these circumstances, all expenses and costs actually incurred by City to accomplish such completion shall be credited to City along with amounts attributable to any other elements of damage and certified by the City Project Manager. The City Project Manager's certification as to the amount of such liability shall be final and conclusive.
29. **PUBLIC RECORDS.** Archaeologist shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, Archaeologist shall:
- A. Keep and maintain public records required by the public agency to perform the service.
  - B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a



reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Archaeologist does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Archaeologist or keep and maintain public records required by the public agency to perform the service. If Archaeologist transfers all public records to the public agency upon completion of the contract, Archaeologist shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Archaeologist keeps and maintains public records upon completion of the contract, Archaeologist shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF GARI HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO GARI'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: [clerk@ocalafl.gov](mailto:clerk@ocalafl.gov); City Hall, 110 SE Watula Avenue, Ocala, FL 34471.**

- 30. **AUDIT.** Archaeologist shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General, the City's Internal or External auditors or by any other Florida official with proper authority.
- 31. **PUBLICITY.** Archaeologist shall not use City's name, logo, seal or other likeness in any press release, marketing materials, or other public announcement without City's prior written approval.
- 32. **E-VERIFY.** Pursuant to section 448.095, Archaeologist shall register with and use the U.S. Department of Homeland Security's ("DHS") E-Verify System, accessible at <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all newly hired employees. Archaeologist shall obtain affidavits from any and all subcontractors in accordance with paragraph 2(b) of section 448.095, Florida Statutes, and maintain copies of such affidavits for the duration of this Agreement. By entering into this Agreement, Archaeologist certifies and ensures that it utilizes and will continue to utilize the DHS E-Verify System for the duration of this Agreement and any subsequent renewals of same. Archaeologist understands that failure to comply with the requirements of this section shall result in the termination of this Agreement and Archaeologist may lose the ability to be awarded a public contract for a minimum of one (1) year after the date on which the Agreement was terminated. Archaeologist shall provide a copy of its DHS Memorandum of Understanding upon City's request. Please visit [www.e-verify.gov](http://www.e-verify.gov) for more information regarding the E-Verify System.



33. **CONFLICT OF INTEREST.** Archaeologist is required to have disclosed, with the submission of their bid, the name of any officer, director, or agent who may be employed by the City. Archaeologist shall further disclose the name of any City employee who owns, directly or indirectly, any interest in Archaeologist's business or any affiliated business entity. Any additional conflicts of interest that may occur during the contract term must be disclosed to the City of Ocala Procurement Department.
34. **WAIVER.** The failure or delay of any party at any time to require performance by another party of any provision of this Agreement, even if known, shall not affect the right of such party to require performance of that provision or to exercise any right, power or remedy hereunder. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power or remedy under this Agreement. No notice to or demand on any party in any circumstance shall, of itself, entitle such party to any other or further notice or demand in similar or other circumstances.
35. **SEVERABILITY OF ILLEGAL PROVISIONS.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under the applicable law. Should any portion of this Agreement be declared invalid for any reason, such declaration shall have no effect upon the remaining portions of this Agreement.
36. **INDEMNITY.** Archaeologist shall indemnify and hold harmless City and its elected officials, employees and volunteers against and from all damages, claims, losses, costs, and expenses, including reasonable attorneys' fees, which City or its elected officials, employees or volunteers may sustain, or which may be asserted against City or its elected officials, employees or volunteers, arising out of the activities contemplated by this Agreement including, without limitation, harm or personal injury to third persons during the term of this Agreement to the extent attributable to the actions of Archaeologist, its agents, and employees.
37. **NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.
38. **NOTICES.** All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Archaeologist:

Gulf Archaeology Research Institute  
Attention: Gary Ellis, Director Emeritus  
5990 N. Tallahassee Road  
Crystal River, Florida 34428  
Phone: 352-464-4274  
E-mail: [gari.arch@gmail.com](mailto:gari.arch@gmail.com)



If to City of Ocala:

Daphne M. Robinson, Esq., Contracting Officer  
 City of Ocala  
 110 SE Watula Avenue, 3rd Floor  
 Ocala, Florida 34471  
 Phone: 352-629-8343  
 E-mail: [notices@ocalafl.gov](mailto:notices@ocalafl.gov)

Copy to:

William E. Sexton, Esq., City Attorney  
 City of Ocala  
 110 SE Watula Avenue, 3<sup>rd</sup> Floor  
 Ocala, Florida 34471  
 Phone: 352-401-3972  
 E-mail: [cityattorney@ocalafl.gov](mailto:cityattorney@ocalafl.gov)

39. **ATTORNEYS' FEES.** If any civil action, arbitration or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees, sales and use taxes, court costs and all expenses reasonably incurred even if not taxable as court costs (including, without limitation, all such fees, taxes, costs and expenses incident to arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action, arbitration or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorneys' fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, sales and use taxes and all other charges reasonably billed by the attorney to the prevailing party.
40. **JURY WAIVER.** IN ANY CIVIL ACTION, COUNTERCLAIM, OR PROCEEDING, WHETHER AT LAW OR IN EQUITY, WHICH ARISES OUT OF, CONCERNS, OR RELATES TO THIS AGREEMENT, ANY AND ALL TRANSACTIONS CONTEMPLATED HEREUNDER, THE PERFORMANCE HEREOF, OR THE RELATIONSHIP CREATED HEREBY, WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, TRIAL SHALL BE TO A COURT OF COMPETENT JURISDICTION AND NOT TO A JURY. EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY. NEITHER PARTY HAS MADE OR RELIED UPON ANY ORAL REPRESENTATIONS TO OR BY ANY OTHER PARTY REGARDING THE ENFORCEABILITY OF THIS PROVISION. EACH PARTY HAS READ AND UNDERSTANDS THE EFFECT OF THIS JURY WAIVER PROVISION.
41. **GOVERNING LAW.** This Agreement is and shall be deemed to be a contract entered and made pursuant to the laws of the State of Florida and shall in all respects be governed, construed, applied and enforced in accordance with the laws of the State of Florida.
42. **JURISDICTION AND VENUE.** The parties acknowledge that a majority of the negotiations, anticipated performance and execution of this Agreement occurred or shall occur in Marion County, Florida. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of Florida in Marion County or the United States District Court, Middle District of Florida, Ocala Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any



objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action or proceeding in any other court. Service of any court paper may be effected on such party by mail, as provided in this Agreement, or in such other manner as may be provided under applicable laws, rules of procedures or local rules.

43. **REFERENCE TO PARTIES.** Each reference herein to the parties shall be deemed to include their successors, assigns, heirs, administrators, and legal representatives, all whom shall be bound by the provisions hereof.
44. **MUTUALITY OF NEGOTIATION.** Archaeologist and City acknowledge that this Agreement is a result of negotiations between Archaeologist and City, and the Agreement shall not be construed in favor of, or against, either party because of that party having been more involved in the drafting of the Agreement.
45. **SECTION HEADINGS.** The section headings herein are included for convenience only and shall not be deemed to be a part of this Agreement.
46. **RIGHTS OF THIRD PARTIES.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or because of this Agreement on any persons other than the parties hereto and their respective legal representatives, successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third persons any right of subrogation or action over or against any party to this Agreement.
47. **AMENDMENT.** No amendment to this Agreement shall be effective except those agreed to in writing and signed by both parties to this Agreement.
48. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
49. **ELECTRONIC SIGNATURE(S).** Archaeologist, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.
50. **ENTIRE AGREEMENT.** This Agreement, including exhibits, (if any) constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the Parties, except to the extent reference is made thereto in this Agreement. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein.
51. **LEGAL AUTHORITY.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.



IN WITNESS WHEREOF, the parties have executed this Agreement on 11/17/2025

ATTEST:

CITY OF OCALA

Signed by: Angel B. Jacobs
80B3574C2B54A5
Angel B. Jacobs
City Clerk

Signed by: Ken Whitehead
5677F7E38874F4
Ken Whitehead
Assistant City Manager

Approved as to form and legality:

GULF ARCHAEOLOGY RESEARCH INSTITUTE

Signed by: William E. Sexton, Esq.
4A55A9A8E024F3
William E. Sexton, Esq.
City Attorney

Signed by: Gary Ellis
5F4E187D7274B0A0

By: Gary Ellis
(Printed Name)

Title: Director Emeritus
(Title)

**Exhibit A - PRICE PROPOSAL (FORT KING ARCHAEOLOGY)**

**CONTRACT# REC/250728**



**ARCHAEOLOGIST NAME**

**LOCATION**

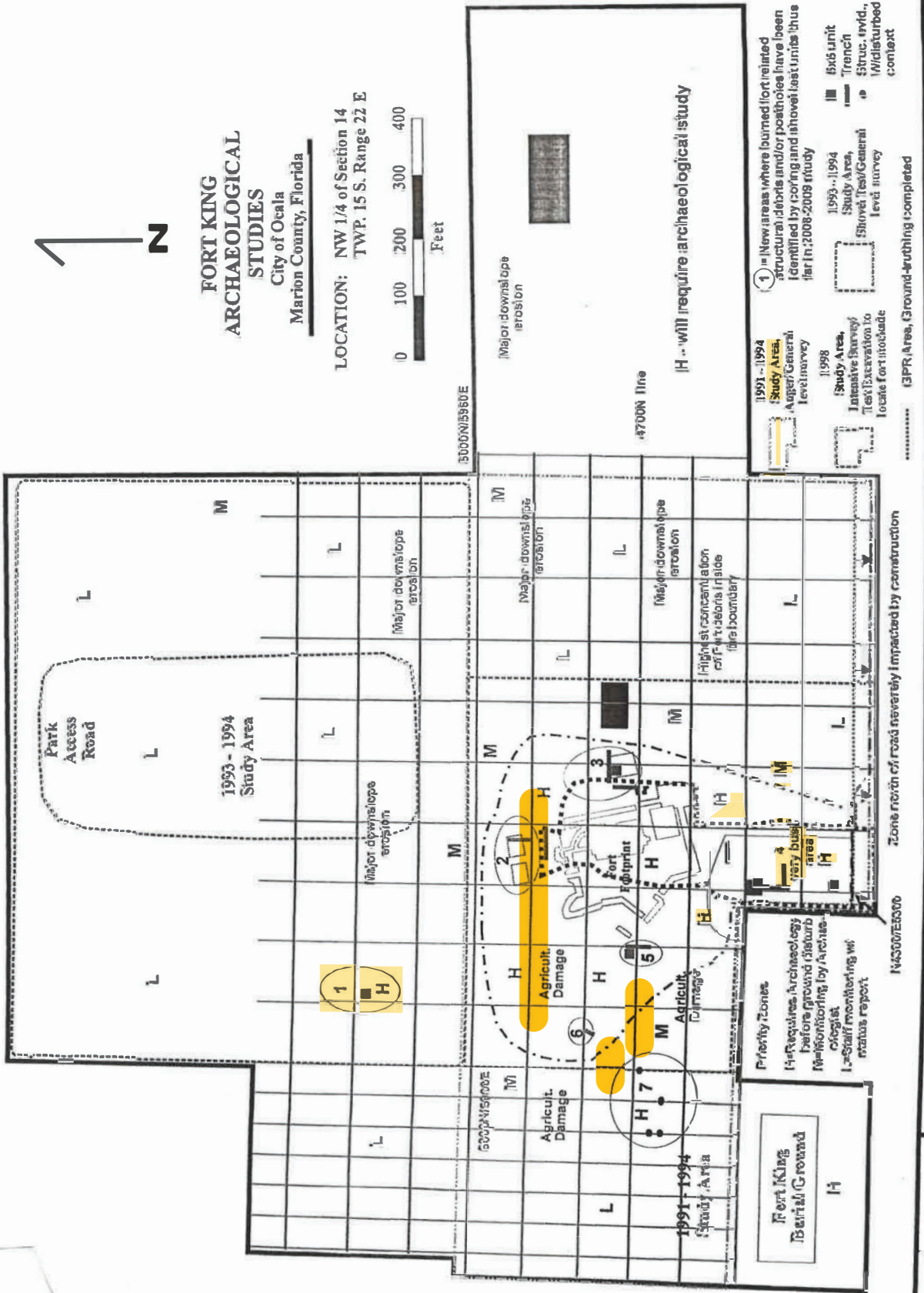
**Gulf Archaeology Research Institute**

**Crystal River, FL**

**INITIAL CONTRACT TERM PRICING**

| ITEM | DESCRIPTION   | UOM       | UNIT COST |
|------|---|-----------|-----------|
| 1    | Archaeological monitoring services at Fort King - Archeologist Senior                 | per hour  | \$ 32.50  |
| 2    | Research Associate  | per hour  | \$ 32.50  |
| 3    | Research Assistant  | per hour  | \$ 17.50  |
| 4    | Reporting and Documentation   | per hour  | \$ 32.50  |
| 5    | Provide Staff and volunteer training sessions   | flat rate | \$ 65.00  |
| 6    | Prepare monthly Archaeological deliverables (as described in Exhibit A Scope of Work) | per hour  | \$ 32.50  |





**FORT KING  
ARCHAEOLOGICAL  
STUDIES**

City of Ocala  
Marion County, Florida

LOCATION: NW 1/4 of Section 14  
TWP. 15 S. Range 22 E



Fort King NHL Archaeology Project, City of Ocala, Marion County, Florida

Figure 1. Descriptive Map of Fort King NHL Archaeology Project Progress; Key Areas, Features, Impacts, and Priority Zones for Handling Surface Impacts



Archaeologist shall provide professional archaeological monitoring, non-invasive survey technology, and interpretive programming at the Fort King National Historic Landmark.

**DELIVERY**

- Supplies shall be delivered or shipped to 3925 E Fort King Street, Ocala, FL 34471.
- Scheduling of all deliveries shall be coordinated with the City Project Manager.

**PROJECT SUMMARY, DELIVERABLES AND WORKING HOURS**

The Archaeologist shall be required to perform the following services for the City of Ocala:

**Archaeological Monitoring**

- On-site monitoring during ground-disturbing activities (e.g., construction, excavation).
- Identification and documentation of archaeological resources encountered during work.
- Immediate reporting and coordination with regulatory agencies if significant finds are uncovered.
- Archaeological excavations, as approved
- Create an instructional manual for staff and volunteers regarding new exhibitions or findings.
- Conduct non-invasive GPR surveys in pre-designated areas.
- Assist with interpretive programming and Public Archaeology Days while working on site.
- Provide guidance on artifact preservation suitable for museum or park display.
- Support park management in integrating findings into maintenance and preservation planning.

**Reporting and Documentation**

- Preparation of a comprehensive technical report including methodology, findings, historical context, and recommendations.
- Submission of documentation in accordance with Florida Division of Historical Resources (DHR) guidelines and Section 106 of the National Historic Preservation Act (if federally funded).
- GIS mapping and visualizations of survey results and historical overlays.

**Deliverables**

Archaeologist shall provide monthly reports of all work in progress, including artifacts and items cataloged in the collection, within an Excel spreadsheet or a dataset provided by the City personnel and information technology departments. Deliverables must be provided to the City Project Manager before payment for such work.

- Digital archive of findings (photographs, maps, datasets) on City database

- Final Archaeological and GPR Report (digital and print)
- Historical narrative for interpretive use
- GIS maps of findings and potential areas of significance
- Artifact catalog with preservation recommendations
- Interpretive content drafts (signs, panels, etc.)
- Cultural Resource Maintenance Report for use in long-term park planning
- Staff and volunteer training sessions and workshops

### **Working Hours**

The normal/standard working hours are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Archaeologist shall provide a 48-hour advance notice to the City Project Manager for work outside normal shift hours. The City may decline the request. Saturday is approved for processing artifacts or reports to be done inside the Archaeology Research Center, during public visiting hours between 10:00 AM – 5:00 PM.

**Note:** Artifacts recovered from other sites are not allowed on the property. Items found on site shall not be removed from Fort King National Historic Landmark without prior written approval from the City Project Manager.

### **WRITTEN QUOTES**

1. The Archaeologist shall submit a detailed written estimate of the proposed services prior to any work being performed by the Archaeologist. Written quotes shall be submitted within **three (3) days** of the initial request by the City. The Archaeologist shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this Agreement.
2. Written quotes shall list the location, name and address. The project estimate shall list each and every item per scope specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable).
3. Once the City Project Manager approves the quote, the Archaeologist has **72 hours** to start the service.

### **ARCHAEOLOGIST EMPLOYEES AND EQUIPMENT**

1. Archaeologist shall operate as an independent contractor and not as an agent, representative, partner, or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
2. No smoking is allowed on City property or projects.

### **CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala shall provide the following services to the Archaeologist for the performance of services:

**Exhibit C – Scope of Services**

**CONTRACT# REC/250728**

- a. Access to City buildings and facilities to perform the work.
  - b. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Archaeologist’s responsibilities.
  - c. Provide office facilities for the Archaeologist, if available.
2. The City reserves the right to purchase any materials for the Archaeologist to use. The Archaeologist shall not charge a mark-up fee for material furnished by the City.

**ARCHAEOLOGIST RESPONSIBILITIES**

1. Fort King National Historic Landmark approved volunteers shall not be compensated for assisting as a volunteer or associate within the awarded Archaeologist’s organization.
2. The Archaeologist shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
3. The Archaeologist shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this Agreement.
4. Archaeologist shall be responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the Archaeologist at their expense, shall repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
5. If the Archaeologist is advised to leave a property by the property owner or their representative, the Archaeologist shall leave at once without altercation. Archaeologist shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
6. Data collected by the Archaeologist shall be in a format compatible with or easily converted to City’s databases. A sequential naming convention should be applied to the files and documentation provided to the City.
7. The Archaeologist shall ensure that all documents prepared under this Agreement have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes Word, Excel, Power Point, Access, or any other software as specified and approved by City staff.

**SUB-CONTRACTORS**

1. Archaeologist must perform a minimum of 30% of the work with their own forces.
2. Services assigned to sub-contractors must be approved by writing in advance by the City Project Manager.

**SITE HOUSEKEEPING AND CLEANUP**

1. **Cleanup:** Archaeologist shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not limited to:
  - a. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition.
  - b. Work site shall be completely cleaned after each day of work.
  - c. Archaeologist shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean entire work area as applicable.
  - a. All furnishings and equipment shall be placed back in the original locations.
  - b. All work areas must be returned to original condition.
  - c. Archaeologist shall remove all excess and discarded materials, debris, and temporary structures from the site. Archaeologist shall also repair and restore, in an acceptable manner, any public or private property damaged during the course of the work and shall ensure that the site is left in a clean, orderly, and presentable condition.

**SAFETY**

1. Archaeologist shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. In no event shall the City be responsible for any damages to any of the Archaeologist's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Archaeologist's responsibility.

# FORT KING ARCHAEOLOGY SERVICES PROPOSAL

**SEPTEMBER 2025**

CITY OF OCALA REC 250728



■ GULF ARCHAEOLOGY RESEARCH INSTITUTE



PREPARED FOR

**CITY OF OCALA RECREATION AND PARKS**

FORT KING NATIONAL HISTORIC LANDMARK

<https://www.ocalafl.gov/our-city/live/historic-preservation/fort-king>

emarquez@ocalafl.gov

352-629-8364

3925 E Fort King St, Ocala, FL 34470



PREPARED BY

**GULF ARCHAEOLOGY RESEARCH INSTITUTE**

gari.arch@gmail.com

<https://gulfararchaeology.org/>

352-464-4274

5990 N Tallahassee Rd, Crystal River, FL 34428

## EXECUTIVE SUMMARY

Gulf Archaeology Research Institute (GARI) proposes a two year contract to provide comprehensive archaeological services in support of ongoing and future development projects. Our team will ensure that all fieldwork, monitoring, and reporting complies with federal, state, and local preservation regulations, protecting cultural resources while facilitating construction schedules. Over the contract period, GARI will deliver timely, accurate documentation, including stratigraphic logs, artifact inventories, and compliance reports, backed by experienced archaeologists and field technicians. These activities will serve the greater goal of public interpretation through museum displays, interpretive programming, park management, and volunteer engagement.



## ORGANIZATION OVERVIEW

Gulf Archaeology Research Institute (GARI) is among Florida's oldest archaeological nonprofit research institutes. Founded by Gary Ellis, the institute has devoted itself to preserving and studying the state's prehistoric and historic archaeological heritage, with particular expertise in coastal sites and Seminole War forts and battlefields.



## CONTRACT PROJECT DESCRIPTION

Gulf Archaeology Research Institute will provide:

- Field investigation, including monitoring, surveying, and large-scale excavations
- Documentation of contract work, to include technical reports for every size project, database migration and curation, and interpretive guides
- Artifact preservation services that appropriately excavate, manage, store, and preserve objects and artifacts recovered from every project
- Public interpretation of archaeological content, both in the museum and at special events

## GOALS AND OBJECTIVES

- Provide archaeological services in coordination with City of Ocala and the Fort King Master Plan
- Assess and mitigate the impacts of environmental changes and human activities on the Fort King Site
- Conduct community outreach through lectures, classes, and public events
- Preserve and interpret the Fort King site for the public and for future generations of researchers

## EXPECTED OUTCOMES AND IMPACT

- Increased community awareness of Fort King's archaeological and historical significance
- Boosted tourism and economic benefit for Ocala
- Strengthened stewardship through trained volunteers
- Engage the community and students in hands on archaeology and heritage workshops



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## QUALIFICATIONS AND EXPERIENCE

### ORGANIZATIONAL BACKGROUND

Gulf Archaeology Research Institute (GARI) is among Florida's oldest archaeological nonprofit research institutes. Founded by Gary Ellis, the institute has devoted itself to preserving and studying the state's prehistoric and historic archaeological heritage, with particular expertise in coastal sites and Seminole War forts and battlefields.

In concert with its archaeological research, GARI has also played a pivotal role in environmental and conservation research, focusing on the preservation of Florida's archaeological sites. This work involves assessing and mitigating the impacts of environmental changes and human activities on these sites. Key projects include geoarchaeological studies of several Florida springs, field studies of prehistoric island archaeological sites, sediment studies, and environmental reports.

Community outreach is woven into the institute's mission. Through lectures, classes, and public events, GARI translates scholarly findings into accessible history and science. Whenever feasible, the organization partners with advanced undergraduate and graduate students from Florida colleges and with members of the Seminole Tribes to support both research and programming.

Operating as a 501(c)(3) nonprofit since 1995, GARI derives the bulk of its budget from public funding such as grants and contracts, typically accounting for more than 90 % of revenue, with the remainder coming from private contracts.

## **UNIQUE EXPERIENCE IN SEMINOLE WAR ARCHAEOLOGY**

GARI brings unparalleled, multi-decade expertise in Seminole War archaeology across Florida's diverse landscapes. Since the mid-1990s the institute has led sustained field programs at flagship sites such as Fort King, and at a suite of additional forts, battlefields, and plantation complexes (Fort Dade, Fort Defiance, Micanopy, Camp Izard, Wahoo Swamp, Chinsegut Hill, and the James Levi Yulee estates).

Our investigations combine traditional excavation with scientific techniques (ground-penetrating radar, rapid midden assessment, geo-archaeological monitoring) and have produced a unique, integrated outlook of Seminole War sites unmatched by any other organization. This breadth of geographic coverage and methodological depth positions GARI as the ideal partner for extensive Seminole War research.

Because of our unique breadth and depth of knowledge, we can perform cross-site comparative analyses of archaeological signatures and artifact collections to build a comprehensive picture of the unique features of Fort King as the seat of the Seminole War. New discoveries at any one location can be instantly contextualized against the broader corpus, enabling rapid hypothesis testing and more robust interpretations of the Seminole War landscape. This integrative capability is a distinctive asset that sets GARI apart from other archaeological entities.

## **FORT KING PROJECT PERSONNEL AND QUALIFICATIONS**

The institute is organized into three interdisciplinary divisions: Social Sciences (anthropology, archaeology), Physical Sciences, and Biological Sciences, allowing an integrated study of Florida's past. Research Associates serve as project leads, coordinating activities with Research Assistants and extended staff to meet project milestones. Adjunct and guest researchers are appointed by the Executive Director (or Director Emeritus) for specific projects, enhancing expertise and external collaborations.

### *Fort King Project Manager*

*Gary Ellis, Director Emeritus*  
*gari.arch@gmail.com*

Gary Ellis has over 40 years of professional experience in archaeology. He earned his undergraduate degree in anthropology from Southern Illinois University (1975) and a graduate degree from the University of South Florida (1977). He established the Historic Preservation and Archaeology Division for the State of Indiana and served as its first State Archaeologist (1977–1991), while also teaching at Indiana University-Purdue University and serving as archaeologist for the Indiana State Museum.

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

A native of Florida, Gary returned in 1991 to develop the Gulf Archaeology Research Institute (est. 1995), now in its 30th year. Over the past two decades, he has contributed extensively to Seminole Wars archaeology (1817–1854), working with the National Park Service and the State of Florida to investigate more than seven period forts and six major battlefields, including current work at the Battle of Micanopy and Dade Battlefield (NHL).

Since 1993, Gary has focused on locating, evaluating, and protecting the Fort King site, which was designated a National Historic Landmark in 2004 based on his research. He also conducts coastal and plantation period archaeology and serves as a consultant to the Florida Department of Environmental Protection at Crystal River Archaeological State Park (NHL). The institute operates under the guiding principle of “Connecting the Past to Our Future,” delivering services that support cultural and natural resource protection and management.

*Fort King Project Team Members*

*Stephanie E. Bauman, Archaeological Science and Technology*  
*stephanie@gulfarchaeology.org*

Stephanie Bauman is a professional archaeologist and data analyst with expertise in archaeological science and fieldwork. She earned an MSc in Archaeological Science from the University of Oxford, specializing in metallurgical analysis, and a BS in Physics with a minor in Anthropology. Her experience spans excavation training, laboratory analysis, and interdisciplinary research across material science, civil engineering, and education. A former U.S. Army aeromedical evacuation pilot and tactical operations manager, she brings strong project management, logistics, and leadership skills, as well as experience leading database development and migration projects.

*Jonathan Dean, Research Associate*  
*gari.arch@gmail.com*

Jonathan Dean has over 20 years of experience in Southeastern U.S. prehistory. He earned an M.A. in anthropology from Florida Atlantic University in 2002, studying prehistoric shell midden sites at Gumbo Limbo in Boca Raton, and was a public archaeology Ph.D. candidate at the University of South Florida, conducting large-scale surveys in the Fakahatchee Swamp, Weedon Island Preserve, and Green Swamp. For the past 15 years at GARI, he has assisted with prehistoric and historic archaeology projects, biological inventorying, soil and sediment analyses, drafting, and report writing. His research interests include prehistoric settlement and trail systems, N- and C-transformations of shell middens, formative period shell tool technology, landscape constraints on Seminole and U.S. Army settlement during the Seminole Wars, and soil and sedimentary signatures of Seminole War era fort sites.

*Kenneth Nash, Sciences and Climatology*  
*gari.arch@gmail.com*

**Exhibit D - Archaeologist Proposal CONTRACT# REC/250728**

Kenneth Nash has been with GARI since 1997, contributing to a wide range of projects. He holds a B.S. in Physics from Georgia Tech and an M.S. in Atmospheric Sciences from Creighton University. A former U.S. Air Force meteorologist (1971–1995), he specialized in tropical and subtropical weather forecasting and predicting space weather effects on satellite operations. He also taught meteorology, environmental science, and earth science at the College of Central Florida for 18 years. At GARI, Kenneth studies historic weather impacts, sea level changes, and water level fluctuations in west central Florida archaeological landscapes, with projects at Homosassa Springs State Park, the Rainbow River, and coastal zones.

*Other GARI Personnel*

*Dr. Michelle Sivilich*

*michelle@gulfarchaeology.org*

Michelle Sivilich earned her Ph.D. from the University of South Florida, researching how standardized West Point officer training influenced outcomes in the Second Seminole War (1835–1842). She also holds an M.S. from Indiana State University in molecular archaeology, where she used genetic fingerprinting to assess relatedness in mid-1800s cemeteries. With over 15 years of field experience, she has worked at 17th century St. Mary’s City, Revolutionary War sites in the Northeast, Thomas Jefferson’s Monticello, and Seminole War sites, applying both historical and scientific approaches to archaeological interpretation.

*Staff Positions*

| Position   | Current  |
|--|--|
| Executive Director<br>(Appointed by the Board)                                 | Michelle Sivilich, PhD   |
| Director Emeritus<br>(Designated by the Board)                                 | Gary D. Ellis, MA  |
| Assistant Director / Director of Research<br>(Appointed by the Board)          | Vacant   |
| Institute Chairs<br>(Research Associate appointed by the Board)                | <ul style="list-style-type: none"> <li>• Archaeology: Michelle Sivilich, PhD</li> <li>• Physical Sciences: Kenneth Nash, MS</li> <li>• Biological Sciences: Position open</li> </ul> |
| Research Assistants<br>(Appointed by Executive Director or Assistant Director) | <ul style="list-style-type: none"> <li>• Archaeology, Physical Sciences: Sean Norman, MA</li> </ul>  |

*Research Associates*

| Research Associate | Roles                                     |
|--------------------|---|
| Gary D. Ellis, MA  | Archaeology, Collections and Conservation |

|                        |   |
|------------------------|---|
| Michelle Sivilich, PhD | Archaeology                               |
| Stephanie Bauman, MSc  | Archaeology, Collections and Conservation |
| Jonathan Dean, MA      | Archaeology                               |
| Paul Backhouse, PhD    | Archaeology                               |
| Chris Monaco, PhD      | Archaeology, Florida History              |
| Jon Endonino, PhD      | Archaeology                               |
| Jill Principe, MA      | Archaeology, Collections and Conservation |
| Kenneth Nash, MS       | Physical Sciences                         |
| Open Role              | Biological Sciences                       |



## **FIELD INVESTIGATION**

GARI has extensive archaeological field investigation experience at multiple historic and prehistoric sites across Florida, including prehistoric mound and midden sites, National Historic Landmark sites, and Seminole War forts and battlefields.

### **SEMINOLE WAR FORTS AND SITES**

#### *Fort King*

In 1994, Gary Ellis conducted one of the first archaeological studies of Fort King, renewing interest in a site of major historical significance. Between 1998 and 1999, GARI investigated the fort’s stockade walls, producing a report for the City of Ocala that became foundational to the site’s designation as a National Historic Landmark in 2004.

In 2009, GARI carried out an intensive study that identified key architectural features and soil signatures unique to the site, supporting plans for fort reconstruction. The work revealed buildings beyond the stockade, including a blacksmith shop near the northeast corner and several structures to the south.



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Subsequent projects further advanced preservation and interpretation. Together, these studies have shaped the preservation, reconstruction, and public interpretation of Fort King.

- 2015 Erosion control study to stabilize the site.
- 2017 Archaeological investigations that enabled fort reconstruction and produced a report for the American Battlefield Protection Program, including an interactive story map on the fort's role in the Second Seminole War.
- 2020 Monitoring for road replacement uncovered a small brick and wood structure, possibly the first building on the fort site, along with evidence of soil movement critical for mapping and site management.
- 2020 Excavation of the blacksmith shop provided architectural context and artifacts that informed its reconstruction for public interpretation.
- 2024 GARI's field school relocated the 1968 "bottle find," recovering bottle glass, stones, and brick consistent with building remains. The materials were later featured in a new exhibit.

*Fort King Technical Reports*

- 2020 [Archaeological Investigations of the Fort King Blacksmith Shop](#), City of Ocala, Marion County, FL
- 2020 Archaeological Investigation of the Fort King Park Access Road: Monitoring the Location of Building Number 1. City of Ocala, Marion County, FL
- 2017 [An Archaeological Investigation for the Reconstruction of Fort King](#), City of Ocala, Marion County, FL
- 2015 Fort King East Side Erosion Control Project. GARI Field Study
- 2009 Phase I Archaeological Study of the Fort King Park Site (8Mr60), City of Ocala, Marion County, FL
- 2009 Fort King Park Phase I Archaeological Study Grant F0801, City of Ocala, Planning Department, Marion County, FL
- 1999 [Final Report: An Archaeological Study to Locate the Stockade Walls of Historic Fort King](#), City of Ocala, Marion County, FL
- 1994 Archaeological Study, Fort King Site (8Mr60), North Tract, City of Ocala, Marion County, FL

*Fort Dade (National Register of Historic Places)*

In 2007 through 2010, GARI conducted an archaeological study of Fort Dade, a military post during the Seminole Wars. This project, funded by an American Battlefield Protection Program (ABPP) Grant, uncovered and documented the fort's remnants and associated artifacts. The findings provided insights into the historical significance and contributed to ongoing preservation efforts. The project included excavation and analysis of fortifications and military structures, resulting in a report with preservation recommendations. GARI has on-going efforts to nominate this site to the National Historical Register.

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- 2010 Fort Dade (8Pa25) Archaeological Study. American Battlefield Protection Program, National Park Service, Washington, D.C.
- 2008 Report of Findings Fort Dade (8Pa25) Archaeological Study Submitted to the Seminole Wars Historic Foundation Inc. and FL Department of State, Division of Historic Preservation
- 2004 Cover Nomination for the National Register of Historic Places for Seminole War Period 1816-1854. Produced for the Florida Department of State, Bureau of Historic Preservation, Division of Survey and Planning and Grants, FL

## SEMINOLE WAR BATTLEFIELD STUDIES

More recently, GARI has conducted multiple investigations of battlefields as part of the American Battlefield Protection Program. These projects interpret the lines of battle, understand the details of historical conflict, and preserve the locations for future generations. Northern Florida is one of the earliest battle fronts in the United States, dating back to conflicts with the Spanish and Native Americans.

### *Fort King*

In 2017, GARI completed the “Fort King Road: Battlefields and Baggage Trains” study for the American Battlefield Protection Program. The investigation combined archival research with on-site terrain analysis, including spot checks at eight locations along the historic road corridor. The study revealed strategic terrain features, mapped post returns, and interpreted the logistics of military movement and vulnerability zones; these findings illuminate how the Fort King Road shaped troop transport and skirmishes during the Second Seminole War.

- 2017 [Fort King Road: Battlefields and Baggage Trains](#). Prepared for the American Battlefield Protection Program (Link to ArcGIS Story Map: <https://arcg.is/1Lnz5K>)

### *Forts Micanopy and Defiance*

2010–2011: Forts Defiance and Micanopy were instrumental in providing military presence in middle Florida during the second Seminole War. GARI’s excavations resulted in new interpretation of the forts and installation of educational kiosks.

- 2011 Fort Defiance-Fort Micanopy: The Study of the Opening Battles of the Second Seminole War, Volumes I & II. American Battlefield Protection Program, National Park Service, Washington, D.C.
- 2025 Battle of Micanopy. American Battlefield Protection Program, National Park Service, Washington, D.C.

*Camp Izard*

1997–2006: Camp Izard and its battlefield were the site of one of the earliest and largest battles of the second Seminole War. GARI has an ongoing role in the preservation and interpretation of this battlefield.

- 2002 Phase II Test Excavations at Camp Izard Battlefield, Tastanaki Halpata Preserve, Marion County, FL
- 1997 [The Archaeological Study of the Camp Izard Tract](#), Field Study funded by a grant through the Florida Department of State, Bureau of Historic Preservation for the Seminole Wars Historic Foundation, Inc., Marion County, FL

*Other Battlefield Studies*

- 2021 Chucochatti: Conflict at the Red Town, 1836. A Report for the American Battlefield Protection Program
- 2020 [Battle of Wahoo Swamp, 1836](#). GARI Field Research Study
- 2016 Battles of the Withlacoochee River, The Second Seminole War 1835-1836, Historic and Archaeological Study. American Battlefield Protection Program, National Park Service, Washington, D.C.
- 2015 [Bayport: Embattled Confederate Port](#). GARI Field Research Study
- 2010 Fort Dade Archaeological Site. American Battlefield Protection Program, National Park Service, American Battlefield Protection Program, Washington D.C.

## NATIONAL HISTORIC LANDMARKS

In addition to Fort King and Fort Dade, GARI has conducted archaeological projects at several National Historic Landmarks.

*Yulee Sugar Mill and Plantation*

1997 and 2024: Yulee Sugar Mill was established as a national historic site in 1970. In 1997, GARI conducted a study of the site, merging historical records and documents with on-site archaeological study to produce an updated report on the condition and recommended preservation actions for this site. As part of GARI's relationship with Crystal River State Archaeological Site, GARI is now further excavating and evaluating this site for documentation and preservation.

- 1997 Yulee Sugar Mill Ruins, The Archaeological and Historical Study of the State Historic Site

*Crystal River Mounds*

1999–present: GARI has an ongoing relationship with the Crystal River Archaeological State Park, which was established as a historic site in 1970. Between 1999 and 2010, GARI

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produced at least a dozen reports concerning this site, including summary reports, recovery projects, storm damage assessments, environmental and conservation reports and archaeological monitoring. GARI continues to partner with Florida State Parks and Recreation in the maintenance of this site.

- 2010 Application of LIDAR Imaging to Determine Potential Cultural Resource Locations in the Vicinity of Site 8Ci1, Crystal River State Archaeological Site, Crystal River Preserve State Park, Citrus County, FL
- 2010 The Condition and Status, Potential Cultural Resource Features, North of Site 8Ci1, Crystal River State Archaeological Site, Crystal River Preserve State Park , Citrus County, FL
- 2008 The Condition and Status of the Wash Island Site 8Ci42, Crystal River Preserve State Park. Produced for Crystal River Preserve State Park, Citrus County, FL
- 2008 The Condition and Status of the Luttrell and Drum Island Sites 8Ci104, 8Ci1169-1181, Crystal River Preserve State Park. Produced for Crystal River Preserve State Park, Citrus County, FL
- 2007 Archaeological Reconnaissance Study of North Ozello Marsh Archipelago Tract, Crystal River Preserve State Park, Citrus County, FL
- 2003 [Displaced Midden Recovery Project, Crystal River Mounds State Archaeological Site](#). Crystal River State Archaeological Site, Department of Environmental Protection, Division of Parks and Recreation, Crystal River, FL
- 1999 Summary Report for the Crystal River State Archaeological Site Seawall Restoration Report

### *Chinsegut Hill Manor House*

Chinsegut Hill Manor House is a historic slave plantation and heritage site just a few miles north of Brooksville, FL. GARI was chosen for this project to locate, identify and evaluate cultural deposits on the hilltop characterized as the Plantation Core, the linear stretch west of the parking lot, and the area surrounding the classroom building. Since 2014, GARI has produced three detailed reports on three separate excavations and will conduct further investigations in 2026. GARI assisted in the design of the museum display at Chinsegut Hill.

- 2021 Chinsegut Hill Archaeological and Historic Research Study. Prepared for the Tampa Bay History Center. Hernando County, FL
- 2017 Chinsegut Hill Plantation Archaeological Excavation Historic Preservation Grant, National Park Service, Florida Bureau of Historic Preservation. Hernando County, FL

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- 2014 [Chinsegut Hill Archaeological and Historical Landscape Study](#), National Park Service, Florida Bureau of Historic Preservation. Hernando County, FL

**MONITORING, MITIGATION AND SURVEYING**

GARI has extensive experience conducting archaeological monitoring, mitigation, and cultural resource surveys across Florida. Our work spans a wide range of contexts, including infrastructure upgrades, coastal preservation, utility expansions, and park development projects. In each case, GARI applies systematic field methods, regulatory expertise, and careful preservation practices to ensure cultural resources are identified, documented, and protected while meeting client and agency requirements. Below is a sampling of the many such projects GARI has completed.

*2019 Crystal River State Archaeological Park Seawall Repairs, Citrus County, FL*

At Crystal River State Archaeological Park, GARI conducted emergency monitoring during 2019 seawall repairs. Archaeologists worked under accelerated construction timelines to assess exposed deposits, document stratigraphy, and ensure preservation of subsurface integrity in one of Florida's most significant heritage sites. The project demonstrated GARI's ability to balance urgent infrastructure needs with the highest standards of cultural resource protection.

- 2019 [Archaeological Monitoring of the Seawall Replacement and Repair at the Crystal River Archaeological State Park](#), Citrus County, FL

*2016 Burgess Island Archaeological Monitoring, Lee County, FL*

At Burgess Island, a 2016 development monitoring project highlighted GARI's capacity to work in culturally sensitive and environmentally challenging contexts. Archaeologists monitored ground improvements near a Native American burial mound, documented barrow pits, and assessed potential impacts to coastal vegetation. Recommendations focused on mitigation strategies and preservation protocols to safeguard cultural and natural resources while allowing development to proceed responsibly.

- 2016 Archaeological Monitoring of Proposed Development, Burgess Island, Lee County, FL

*2016 Airport-Martel Transmission Line, Marion County, FL*

GARI carried out a Phase I Cultural Resources Assessment Survey in 2016 along the 6,200 foot Airport-Martel transmission line corridor in Marion County for SECO Energy.

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Background research, reconnaissance, and 24 shovel tests were completed to evaluate impacts from utility upgrades. The survey found extensive disturbance and no intact archaeological deposits, leading to a recommendation that the project proceed without further mitigation.

- 2016 [Phase I Cultural Resources Assessment Survey of the Airport-Martel Transmission Line](#), Marion County, FL

*Additional Monitoring, Mitigation, and Surveying Projects*

- 2010 Archaeological Monitoring for the Proposed Canoe Launch Facility, Bayport, Hernando County, FL
- 2009 Phase I Cultural Resources Survey, Cypress Lakes Preserve Trailhead, Hernando County Planning Department, Hernando County, FL
- 2007 Phase I Cultural Resources Assessment of the Parsonage Point Tract, Homosassa Springs Wildlife Park, Citrus County, FL
- 2007 Phase I Cultural Resources Assessment Survey of the Wildlife Care Building Tract, Homosassa Springs Wildlife State Park, Citrus County, FL
- 2005 Phase I Cultural Resources Assessment Survey of the Aripeka Estates Parcel, Pasco County, FL
- 2004 Phase I Cultural Resources Assessment Survey of the Rankin Property, Pasco County, FL
- 2004 Phase I Cultural Resources Assessment Survey of the Lexington Estates Property, Marion County, FL
- 1996 Archaeological Survey of The Hickey Creek Mitigation Park Lee County's Division of Public Parks and Recreation Services, Lee County, FL
- 1993 Phase I Archaeological Study of Citrus County FL. Citrus County Board of County Commissioners, Office of Historical Resources, Inverness, Citrus County, FL

## CULTURAL RESOURCES MANAGEMENT

Since the early 1990s, GARI has conducted cultural resource assessments across northern and central Florida, from highway and dump site studies to boardwalks, residential developments, and historic society projects. These surveys identify and protect significant archaeological resources, ensuring preservation while informing regional history.

*Heagy-Burry Boat Ramp Park Cultural Resource Assessment*

In 2022, GARI completed a Phase I Cultural Resources Assessment Survey (CRAS) at the Heagy-Burry Boat Ramp Park in Marion County. This work included background research, systematic shovel testing, and pedestrian reconnaissance to evaluate the presence of cultural resources prior to park improvements. The resulting report mapped site boundaries,

provided recommendations for avoidance and preservation, and offered compliance ready documentation to guide future development.

- 2022 [Phase I Cultural Resources Assessment of the Heagy-Burry Boat Ramp Park](#), Marion County, FL

#### *Blitchton Substation Expansion Cultural Resource Assessment*

GARI has also contributed expertise to linear corridor projects, such as the 2017 CRAS at the Blitchton Substation. This survey involved systematic shovel testing and artifact analysis to evaluate site eligibility, ensuring compliance with Section 106 and state regulations.

Likewise, the 2016 Airport–Martel Transmission Line CRAS required surveying along a proposed expansion corridor, combining topographic mapping, testing, and archival research to provide regulatory guidance for utility development.

- 2017 Phase I Cultural Resources Assessment Survey of the SECO Blitchton Substation Expansion, Marion County, FL

#### *Crystal Bay Rapid Midden Assessment*

In coastal Citrus County, GARI led a multi-phased survey of Crystal Bay, integrating shoreline geomorphology, pedestrian transects, and soil coring to identify archaeological sensitivity zones. This project addressed threats posed by erosion and sea level rise, producing a comprehensive risk and management assessment to inform both resource preservation and local planning efforts.

- 2018 [Rapid Midden Assessment: Site Delineation in Crystal Bay, FL](#). National Center for Preservation Technology and Training Grant #P17APP00237, Citrus County, FL

#### *Additional Cultural Resources Management Projects*

- 2013 Cultural Resources Reconnaissance of the Proposed Public Boat Ramp, Cross-Florida Barge Canal, Citrus County, FL
- 2010 The Condition and Status of the Cultural Resources within the Coastal Resources Zones, Withlacoochee Bay Trail, Greenways and Trails, Citrus County, FL
- 2010 The Condition and Status, Potential Cultural Resource Features, North of Site 8Ci1, Crystal River Preserve State Park, Citrus County, FL
- 2009 Cultural Resources Assessment: Hernando Historical Association, Hernando Historical Society and Museum, Hernando County Planning Department, Hernando Tourism and Development Department, Hernando County, FL
- 2008 Storm Damage Assessment: Tree Fall, Crystal River State Archaeological Park, Crystal River, FL
- 2008 Hernando County Cultural Resource Protection Assessment. Hernando County, Department of Tourism and Development, Crystal River, FL

- 2008 GARI Field Study Cultural Resources Assessment, 2.3 Acre Primerica Tract, Citrus County, FL
- 2006 Cultural Resources Assessment of the Proposed Rainbow River Preserve, Dunnellon, Marion County, FL
- 2004 Storm Damage Assessment on Mound G, Crystal River State Archaeological Park, Crystal River, FL

## REPORTING AND DOCUMENTATION

### CULTURAL RESOURCE MAINTENANCE REPORTS

GARI produces detailed project reports documenting fieldwork, cataloging artifacts, and providing interpretive analysis that situates findings within the broader historical context. Reports meet federal and state standards and can be adapted for museum exhibits, community presentations, and educational programs.

In addition, GARI has prepared a comprehensive guide on site typologies and National Register of Historic Places (NRHP) integrity criteria for Seminole War era sites (1816–1853). The guide provides treatment guidelines for military installations, Seminole and Black Seminole settlements, and pioneer era sites, along with standardized language and templates for NRHP nominations. Fort Dade (8PA25) served as a primary case study, where multi-season fieldwork highlighted the importance of preserving in situ features such as burned floors, blockhouses, and wall remnants, as well as maintaining rigorous oversight to protect contextual information.

- 2004: Cover Nomination for the National Register of Historic Places for Seminole War Period Sites in Florida, prepared for the Florida Department of State, Bureau of Historic Preservation, funded by the Seminole War Historic Foundation, Inc.

Copies of GARI's technical reports are available: <https://gulfararchaeology.org/publications>

### DATABASE MANAGEMENT

GARI most often retains its project data in segregated files in Microsoft Excel format. This practice follows from the fact that each study we conduct is generally independent and does not relate to any of our other research projects, as well as the fact that the data is often proprietary to a site or organization and is not intended to be shared. However, it does sometimes serve the internal or client research purposes to compare data across horizons and archaeological sites.

In these cases, Gulf Archaeology Research Institute (GARI) maintains a permanent, enterprise-wide database that captures artifacts, field samples, and documentary records generated by our historic and prehistoric projects. Data are initially entered in a spreadsheet



that accommodates alphanumeric and numeric values, then migrated to relational platforms for long term storage and advanced querying. This migration workflow guarantees data integrity and enables seamless integration with cross sectional data.

Through regular maintenance cycles, GARI's database remains a reliable reservoir for research and data mining. The relational structure lets us execute simple filters as well as complex queries that reveal patterns across time, technology, and cultural interaction. For example, we have linked late 18th- to early 19th-century material culture from pioneer plantations, U.S. military forts, and Seminole/Creek sites to examine trade networks, the diffusion of non-indigenous goods, and the degree of acculturation among Indigenous groups during the Seminole Wars. Because the system can be partitioned into single site or multi-site views, we can compare intra-site activity zones with inter-site regional trends, producing insights that inform heritage management decisions.

Overall, GARI's database migration and upkeep strategy transforms raw field inventories into a powerful analytical engine. It supports sophisticated queries, fuels comparative research across dozens of forts, battlefields, plantations, and smaller sites, and provides a scalable framework for future excavations and interdisciplinary collaborations, all while preserving the essential material essence of Florida's archaeological record for generations to come.

In addition to this industry specific experience, our Archaeological Science and Technology Research Associate has played a key role in the development of multiple databases, including migration of Excel data to a custom database. This experience includes assisting in the development of a database for the US Air Force Spacelift Range Systems maintenance depot contract, which involved the migration of hundreds of thousands of radar and telemetry components from Excel, as well as the workflow development for repair work orders. Other experience includes leading a database project team for migration of customer data and schedules for a fractional jet aviation company as well as maintaining the tactical operations database in her role as an aviator.

## **ARTIFACT PRESERVATION**

Gulf Archaeology Research Institute (GARI) manages a collection of over 100,000 artifacts, ecofacts, and bioarchaeological materials at its headquarters. In addition, GARI has cataloged and curated collections for museums and partner organizations, reflecting its commitment to preservation and interpretation.

Our practices follow 36 CFR 79 standards for archaeological curation, emphasizing long-term preservation, proper documentation, and public accessibility. Each item is cataloged with provenance, material composition, condition, and context. Artifacts are stabilized with conservation grade materials and stored under controlled conditions, while fragile specimens receive specialized care to ensure both integrity and research value.

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Beyond storage, GARI curates collections for research and education. Protocols include accession records, cross-referencing with excavation data, and regular condition assessments. We collaborate with museums, universities, and cultural organizations to support research, exhibitions, and loans under strict professional standards. By combining rigorous preservation with public interpretation, GARI maintains its collections as both a reliable resource for scholars and an accessible window into the past.

**CHINSEGUT HILL MANOR HOUSE**

2023: At Chinsegut Hill Plantation, GARI conducted a comprehensive archaeological and historic landscape study that resulted in the recovery of over 57,000 artifacts, spanning prehistoric use through multiple periods of historic occupation. GARI meticulously cataloged these artifacts, including ceramics, glass, metal, and faunal remains, and produced a digital collection

database for institutions at the Chinsegut Hill Historic Site. Notably, the project included the design and installation of a temporary museum exhibit showcasing selected artifacts, as well as an interactive touchscreen program for public interpretation. This demonstrates GARI's strength in full cycle artifact stewardship, from systematic recovery and cataloging through to exhibit curation and digital access.

**FORT KING NATIONAL HISTORIC LANDMARK**

2020: GARI oversees a collection exceeding 50,000 artifacts, and its work at Fort King underscores our rigorous protocols for artifact stewardship. During the Fort King Blacksmith Shop excavation (2019–2020), we processed a rich and varied assemblage, including blacksmithing debris, structural materials, bottle glass, ceramics, bullets, faunal remains, and prehistoric artifacts. All materials were recorded using a tiered system of excavation units, Field Sample (FS) identifiers, and stratigraphic levels. Cataloging included both inventory logs and clustered mapping, as presented in detailed appendices and tables. We analyzed ceramics microscopically and macroscopically, distinguishing types by paste, glaze, rim, form, and decoration, employing regional reference collections for typology. Data processing followed Secretary of the Interior's Standards and Florida Department of State guidelines. All recovered artifacts are integrated into the Fort King inventory and curated on site, with storage at the Archaeological Resource Center facility, ensuring long-term preservation, accessibility, and interpretive readiness.

## PUBLIC INTERPRETATION

### MUSEUM INSTALLATIONS

#### *Fort King National Historic Landmark*

As a culmination of the 2017 research, GARI helped to establish the Ft. King Archaeological Center exhibits located in the McCall House. This exhibit included artifacts recovered over several field seasons to provide the visiting public a sense of military lifeways at the fort and the range of material culture associated with the various military groupings including dragoons, infantry, and artillery. GARI designed and built the museum displays from scratch, and the majority of the display consists of artifacts recovered from Ft. King by GARI.

With the acquisition of the Dobbs House, which is now the Archaeology Research Center, GARI developed new exhibits, including the exposition of Blacksmith Shop excavation materials and maps as well as profiling the archaeological work completed on the newly discovered Building #2 from the road project.

During the first half of 2025 GARI developed a new exhibit for the Archaeology Research Center profiling the archaeological excavations at the location of the "Bottle Find." This bottle find is the feature first identified in 1968 after Hurricane Gladys toppled a large tree revealing what appeared to be a cellar containing several hundred fort period bottles. The new exhibit brought to life the vast range of glass used by the occupants of the Fort King fort and community during the second fort period.

#### *Chinsegut Hill Manor House*

Chinsegut Hill Manor House is a historic slave plantation and heritage site just a few miles north of Brookesville, FL. GARI was chosen for this project to locate, identify and evaluate cultural deposits on the hilltop characterized as the Plantation Core, the linear stretch west of the parking lot, and the area surrounding the classroom building. Since 2014, GARI has produced three detailed reports on three separate excavations and will conduct further investigations in 2026. GARI assisted in the design of the museum display at Chinsegut Hill.

#### *Rainbow Springs Interpretive Center*

In the mid-1990s GARI designed, fabricated, and installed a complete immersive exhibit room for Rainbow Springs State Park at the headsprings. This exhibit included fabricated/carved mammals, fish, and reptiles endemic to the Rainbow River, interpretive panels, and other features about the local ecology of the park.

## INTERPRETIVE PROGRAMMING

GARI engages the community through lectures, classes, and other public events, making the communication of history and science a central goal. GARI has developed a public education component to provide current information on Florida Archaeology to local public and private organizations. GARI also provides a public citizen participation component within each project where appropriate and practical to increase public awareness of the need for and value of archaeological research in Florida.

### *Fort King*

- Lunch with the Archaeologist

GARI will regularly collaborate with Fort King National Staff to host “Lunch with the Archaeologist” programs. These informative sessions offer the public a unique opportunity to bring their lunch to the site and engage directly with GARI archaeologists. Guests learn about ongoing investigations and recent findings in an informal setting, fostering greater understanding of Fort King’s significance.

- Public Archaeology Days

GARI will lead Public Archaeology Days at Fort King, inviting community members to participate in hands on excavation activities. A July 2024 event, for example, enabled volunteers to assist in searching for the famous “bottle cache and experience firsthand the archaeological process of screening, mapping, and artifact discovery.

- Fort King Annual Festival

The Fort King Annual Heritage Festival is a cornerstone public event at the National Historic Landmark, drawing families, history enthusiasts, and school groups from across the region. GARI archaeologists contribute programming that integrates archaeology into the broader mix of living history demonstrations, reenactments, and cultural exhibits. Our role often includes artifact interpretation stations, excavation demonstrations, and presentations connecting archaeological findings to the daily life of soldiers, settlers, and Seminole people during the Second Seminole War. This festival provides an important opportunity to translate technical research into public education, engaging hundreds of visitors each year in the preservation and interpretation of Ocala’s most significant historic site.

### *Crystal River Mounds*

- Moon Over the Mounds

At Crystal River Archaeological State Park, GARI hosts the “Moon Over the Mounds” series—guided evening tours under moonlight that explore the significance of this ancient Pre-Columbian ceremonial complex. These one-hour walking tours provide a richly atmospheric

interpretive experience, supported by the Friends of Crystal River State Parks and Florida's public archaeology network.

- Prehistoric Canoe Building Demonstrations

GARI staff have also supported prehistoric canoe building demonstrations that highlight the deep Indigenous traditions of Florida's waterways. These programs showcase how dugout canoes were crafted by hollowing out large pine or cypress logs through controlled burning and adzing, a technology that has left tangible archaeological traces across the state. Visitors are invited to observe, and volunteers participate in, the carving process, gaining hands-on appreciation for the engineering skills and cultural significance of canoe travel in prehistoric and Seminole contexts. By pairing live demonstration with archaeological interpretation, GARI connects experimental archaeology with public education, bringing ancient lifeways vividly to life.

## STAFFING PLAN

### STAFF TEAM

Our approach to staffing the contract responsibilities balances a lean, permanently funded core team with a flexible pool of alternates and subject matter experts. The core team consists of the Project Manager, Gary Ellis, and the Project Coordinator, Stephanie Bauman. The Research Associate Jonathan Dean and the Sciences and Climatology Lead Kenneth Nash serve as the primary alternates in the event of increased workload, special project, or unavailability of primary project personnel. As a final backup plan, the Executive Director, Michelle Sivilich or an intern for GARI will complete tasks as necessary or respond until the primary project personnel can arrive.

In addition to completing the immediate tasks of the contract, GARI has access to multiple Research Associates who specialize in different specialized fields of archaeology, history, or ecology who can be enlisted to enhance the quality of the service we provide and the context of the information reported. Together we will provide continuous contract administration and communication. While our headquarters are located in Crystal River, FL, the Project Coordinator serves a hybrid role and lives near Fort King and can be on site within an hour, ensuring rapid response to any request. When the client issues a work order, we can activate the appropriate members of our staff, which includes the personnel detailed above.

*Contract Team Roles and Responsibilities*

| <b>Role</b>                                  | <b>Person</b>                           | <b>Current Allocation</b>             | <b>Anticipated Allocation for Contract</b> | <b>Primary Duties</b>  |
|--|---|---------------------------------------|--|--|
| <i>Project Manager</i>                       | Gary Ellis, Executive Director Emeritus | 0.7 FTE (existing portfolio)          | 0.2 FTE                                    | Overall contract oversight, budget monitoring, liaison with client, risk management            |
| <i>Project Coordinator</i>                   | Stephanie Bauman, Research Associate    | 0.3 FTE (research duties)             | 0.4 FTE                                    | Performs most contract functions, sets technical standards, reviews field and lab deliverables |
| <i>Primary Alternate Project Associate</i>   | Jonathan Dean, Research Associate       | 0.6 FTE (research and archive duties) | 0.2 FTE                                    | Serves as primary alternate for contract tasks as required                                     |
| <i>Primary Alternate Project Associate</i>   | Kenneth Nash, Institute Chair           | 0.7 FTE (existing portfolio)          | 0.1 FTE                                    | Serves as primary alternate for contract tasks as required                                     |
| <i>Secondary Alternate Project Associate</i> | Michelle Sivilich, Executive Director   | 0.8 FTE (existing portfolio)          | 0.0 FTE                                    | Only performs contract tasks in event of extreme high workload or emergency                    |

**AUTHORIZED PERSONNEL**

| <b>Role</b>                                  | <b>Person</b>                           | <b>Contact (email/phone)</b>                  |
|--|---|---|
| <i>Project Manager</i>                       | Gary Ellis, Executive Director Emeritus | 352-464-4274<br>gari.arch@gmail.com           |
| <i>Project Coordinator</i>                   | Stephanie Bauman, Research Associate    | 334-549-9144<br>stephanie@gulfarchaeology.org |
| <i>Primary Alternate Project Associate</i>   | Jonathan Dean, Research Associate       | 352-212-8610<br>gari.arch@gmail.com           |
| <i>Primary Alternate Project Associate</i>   | Kenneth Nash, Institute Chair           | 352-601-1236<br>gari.arch@gmail.com           |
| <i>Secondary Alternate Project Associate</i> | Michelle Sivilich, Executive Director   | 732-995-3818<br>michelle@gulfarchaeology.org  |

**CITY OF OCALA STAFF AND VOLUNTEER TRAINING**

A key element of our staffing plan is the systematic training of City of Ocala personnel and community volunteers to perform routine tasks. We will design a training curriculum covering:

- Basic site safety and documentation procedures
- Simple artifact screening and labeling protocols
- Database data entry basics
- Public-engagement facilitation (guided tours, “dig-in-a-box” activities)

The training will be delivered a format appropriate to the task. This may include an on-site workshop between a few hours and several days long and/or written training and task guidance. Upon successful completion, certified staff and volunteers will be authorized to:

- Document accidental discoveries
- Perform initial artifact cleaning and bagging independently or under supervision
- Update the PastPerfect database with basic artifact information
- Assist with community-event setup and visitor orientation

By delegating some of these functions when necessary or expedient, we can provide additional value to the Fort King personnel infrastructure and ensure consistent service. Together, this layered staffing architecture of the core team, alternates, on call experts, and trained volunteers provides guaranteed capacity, rapid response times, and the assurance of a quality product.

## REFERENCES

| Person                | Organization  | Contact      |
|-----------------------|---|--------------|
| <i>Emily Kambic</i>   | American Battlefield Protection Program (former)                | 202-354-2035 |
| <i>Zachary Phifer</i> | Crystal River Archaeological State Park and Yulee Historic Site | 352-228-6021 |
| <i>Ross Lamareaux</i> | Chinsegut Hill Program, Tampa Bay History Center                | 352-770-2188 |
| <i>Natalie Kahler</i> | Chinsegut Hill Program, Tampa Bay History Center                | 352-238-6295 |

## APPROACH AND METHODOLOGY

### FIELD INVESTIGATION

#### PRE-FIELD METHODS

GARI prepares for research driven fieldwork through three core steps:

- Background Research: We review the latest scholarly literature, historic maps, and archival documents to frame the site’s known context.
- Research Design: We develop a formal research plan that outlines archaeological questions, expected behavioral signatures, and specific data collection methods (survey, coring, test pits, etc.).

- Stakeholder Engagement: We consult with Native American stakeholders, particularly the Seminole Tribe, to respect cultural sensitivities, incorporate tribal knowledge, and explore collaborative participation.

Our technical reports document every project phase, from initial hypotheses to final interpretations. The research design acts as a roadmap, linking anticipated behaviors, such as military mess hall activities or native habitation practices, to the material traces they leave behind. By articulating these expected signatures ahead of time, we maintain a disciplined investigative approach and ensure that each Fort King investigation contributes to a broader, integrated understanding of the region's archaeological record.

### *Behavioral First Approach to Archaeological Patterns*

A behavioral signature is the physical imprint of a repeated human activity, bridging what people actually did and what we observe today as artifacts, features, and soil modifications. By identifying recurring activities, such as military mess halls, seasonal camps, or fort construction, we can infer activity presence, intensity, and social meaning, even in the absence of written records.

This approach is powerful because it is:

- Hypothesis driven, allowing systematic testing of expectations
- Cross site comparable, facilitating broader regional interpretations
- Respectful of past peoples' lived experiences, ensuring patterns are interpreted in context

By grounding excavation in this framework, each step of investigation is purposeful, reproducible, and capable of generating consistent interpretations across Seminole War sites, including Fort King.

### FIELD METHODS

GARI employs a range of methods to locate, identify, and evaluate significant archaeological resources, both prehistoric and historic, guided by a formal research design. Fieldwork typically progresses through stages based on project requirements:

- Survey and Monitoring: Surface examination of exposed ground to identify visible features
- Test Excavation Units: Small units ("shovel tests") to assess subsurface deposits
- Formal Excavation Units: Larger units and trenches for detailed investigation





- Soil Coring: Sampling soil profiles to detect buried features
- Remote Sensing: Techniques such as ground penetrating radar (GPR) to locate subsurface remains

At Fort King, past surveys have been conducted, but additional investigation may be necessary to locate and evaluate potentially significant cultural deposits. Investigations are applied strategically, beginning with the least invasive methods and progressing to more intensive techniques only as warranted by initial findings. Each method has distinct advantages and levels of invasiveness, allowing us to meet the goals of both individual projects and the overall Fort King Master Plan.

### *Ground Penetrating Radar*

GPR is a highly effective, non-destructive tool for identifying subsurface cultural and structural features. At Fort King, GARI employs GPR to locate the remains of brick, limestone, and wooden structures, as well as ephemeral features and cemetery deposits. Key details include:

- Equipment: A purpose-built 500 MHz GPR system designed for Florida's sandy soils.
- Depth and Resolution: Capable of detecting features to 30 ft depth, with high resolution data within the top 3 ft where most cultural features are found
- Application Sequence: GPR surveys are typically followed by soil coring, which informs the placement of small excavation units for positive identification of subsurface features and structures

This approach allows us to target investigations efficiently while minimizing disturbance to the site.

### *Coring and Shovel Testing*

GARI employs a system of coring across potential and known historic and archaeological sites to assist in the location, identification and evaluation of cultural deposits. This system relies on the use of vibration coring tools designed and built by the institute which produces clean recoverable soil cores that staff can evaluate soil context and contents. GARI uses this method on all sites and projects due to the return of valuable contextual information retrievable without the use of excessive small excavation units (shovel testing). GARI staff have a strong expertise in soil coring and its application goes beyond archaeological sites to the analysis of river, pond, and spring sediments. Coring has been successfully used at the Fort King site by GARI since 1998 and will be employed in all future projects. When used with metal detection, ground penetrating radar, and small unit excavations it becomes a powerful tool to distinguish between natural, cultural and anthropogenic soils. This is particularly useful in identifying potentially buried features and structural remains.

### *Test Excavations*

Test excavations are small, targeted units ranging from post hole size to 2×2 ft squares, placed within a permanent site grid following surface survey, coring, GPR, or monitoring alerts. Tying each unit to the grid provides three-dimensional provenience for every artifact or sample recovered, ensuring precise spatial context. Materials are collected both in situ and through screen washing, measured when possible, labeled with recovery date, depth, and context, and transported to the laboratory for cleaning, cataloguing, and entry into an integrated site inventory database. This database can be combined with maps, renderings, and other contextual data to support local and regional interpretation.

Because test pits disrupt the original context, meticulous documentation is essential. Every excavation generates detailed field sheets recording stratigraphy, plan and profile views, and interior features. Careful use of trowels, brushes, picks, screens, shovels, levels, and measuring tools ensures that both the process and the scientific value of the finds are preserved digitally and on paper. Test excavations form the foundation for evaluating a project's research contribution and for deciding whether a larger excavation is warranted.

### *Full Excavations*

Excavations build on the test excavation phase, expanding both the spatial extent and logistical complexity of the work. The layout follows a pre-established site grid, with each trench recorded by its north-south and east-west coordinates so every artifact can be plotted in three dimensions. A preliminary excavation plan specifies the size and orientation of the initial trench, and subsequent trenches are planned based on initial findings.

During the dig, the team proceeds layer by layer, exposing natural and cultural strata in the order they were deposited. Each stratum is documented with profiles, photographs, and plan views, while all features are mapped with precise measurements and assigned unique identifiers. Artifacts are recovered using hand tools, with on-site screen washing stations processing bulk soil efficiently.

Key aspects of the excavation process include:

- **Artifact Provenience:** Every item is bagged, labeled with its three dimensional coordinates and context, and logged in a field ledger.
- **Documentation and Data Management:** Context sheets, photographs, drawings, and digital point clouds are uploaded daily to the project server for immediate laboratory access.
- **Laboratory Work:** Specimens are rinsed, sorted, catalogued, and entered into the integrated site inventory database, linking each artifact to its exact provenience.
- **Trench Closure:** Once a trench reaches its planned depth or cultural horizon is exhausted, backfill is carefully replaced, and the trench is capped if no further work is planned.

This systematic process ensures that both the field and laboratory phases preserve the scientific value of each find, support detailed analysis, and maintain the integrity of the site for future research.

## REPORTING AND DOCUMENTATION

### GENERAL

All GARI archaeological reporting is conducted in compliance with federal and state requirements and professional standards. Our work follows:

- Section 106 of the National Historic Preservation Act and 36 CFR Part 800 (Protection of Historic Properties).
- Chapter 267, Florida Statutes and Rule 1A-46, Florida Administrative Code.
- FDOT Project Development and Environment Manual, Part 2, Chapter 12 (Rev. 1999).
- Cultural Resource Management Handbook (Rev. 2004).
- Florida Division of Historical Resources Cultural Resource Management Standards and Operations Manual, Module Three.
- Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716-42), which all professional staff meet or exceed.

### MONTHLY REPORTS

In addition to the project and monitoring reports detailed below, GARI will provide a monthly update whenever any work is in progress and/or artifacts have been cataloged. Any such report will include all of the following, as relevant to the work in progress:

- Status of work in progress
- Status and progress of artifacts and items cataloged
- Excel spreadsheet of artifacts and objects cataloged, keeping in mind that these may be incomplete at the time of monthly report delivery
- When database entry has been accomplished, a copy of the updated dataset downloaded from the museum collection database

### CULTURAL RESOURCE MAINTENANCE REPORTS

#### *Simple Monitoring Report*

A GARI monitoring report is a brief, single page record that proves a short-term activity (post hole, sprinkler line, vegetation removal) complied with preservation regulations. When artifacts are found, a separate inventory file supplies the detailed catalog.

Key elements included in the report:

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

- Project header: project name, client, dates, regulatory citations
- Scope summary: what work was done and why monitoring was required
- Method and provenience: brief description of the technique, grid system, and personnel
- Stratigraphic log: depth ordered description of each soil horizon encountered
- Findings statement: “no cultural material observed” or a concise description of any feature/artifact encountered
- Photos/sketches: one or two representative images or a simple plan/profile showing unit locations and depths
- Conclusion and compliance: affirmation that work met all legal requirements and any recommended next steps

If artifacts are recovered, a separate artifact inventory file is attached, containing IDs, measurements, photos, and conservation notes.

### *Large Scale Monitoring Report*

A GARI monitoring report records multi-phase field projects (e.g., pond clean out, utility trenching, access-road replacement) on a single page, demonstrating that all work adhered to preservation regulations. When artifacts are recovered, a separate inventory file provides a full itemized catalog. The report is structured so reviewers can quickly understand what was done, how, what was found, and compliance with legal standards.

#### Key Elements:

- Project Header: Lists project name, client agency, field dates, applicable statutes, SHPO permit number, and contact info for the lead archaeologist and consulting firm
- Scope Summary: Briefly describes construction tasks triggering monitoring and explains why monitoring was required
- Method and Provenience: Summarizes field techniques, grid system coordinates, personnel present, and any health, safety or site access protocols
- Stratigraphic Log: Depth ordered list of salient soil horizons across monitored sub-areas. Only key horizons are included to maintain readability
- Findings Statement: Notes “no cultural material observed” or briefly describes features/artifacts with location and basic characteristics
- Photos / Sketches: One or two visuals showing key features, unit locations, and stratigraphic changes, with captions tied to findings
- Conclusion and Compliance: Affirms that all work met legal requirements, outlines protective measures taken, and recommends next steps if needed

### *GPR Report*

GARI employs GPR in contexts where other archaeological methods lack the clarity for location and identification of cultural features. GARI may use GPR for primary discovery as a

survey mode or to build a preliminary picture of subsurface contexts where coring is coming up short. What follows is some form of excavation that ground truths the GPR results. Here, GARI then incorporates the data within the project final technical reports as a separate report section. In the case of cemeteries or a highly focused survey, a report may be issued containing a GIS map of the grave sites or subsurface features recorded by the GPR. GARI intends to utilize GPR at Fort King which will culminate in a report of findings

### *Historical Narrative*

Fort King has a vibrant historical narrative, one resulting from many decades of historical literature searches. As in all historic sites, this narrative represents only a fraction of the information about the site that may ultimately be available in the historical literature. GARI maintains a huge library of historic military documents as well as pathways for recovering long forgotten histories of military units and personnel stationed at Fort King. Staff are continuously making deep dives into state, national (institutional and military) archives as well as genealogical inquiries to ferret out letters, logs, newspaper, and other published documents that might relate to Seminole War Period sites, including Fort King. GARI is committed to discovering any and all new data related to the fort to broaden the corpus of knowledge and interpretive potential of Fort King.

### *GIS Maps*

GIS maps will be provided as a part of project documentation in a shapefile format and delivered with supporting text. These graphic portrayals will largely be provided in the context of field reports. GARI may generate many topic specific GIS maps for the purposes of accounting for Cultural Resource Maintenance projects as well as on-site research programming. The majority of the GIS maps will be generated from the research database where specificity of location (provenience) and object/content detail are needed for context analysis.

## ARTIFACT CATALOG AND DIGITAL ARCHIVE

### *Museum Collections Database*

The PastPerfect database is a robust tool for tracking museum collections, libraries, and archaeological objects of all sizes. It allows recording, tracking, and integrating objects collected from multiple sources, including archaeological excavations. The system aligns with standard archaeological practices by organizing object data by unit, level, and stratum, while also tracking storage locations and movement within and outside the property.

In addition to internal organization, PastPerfect includes a public facing website publishing tool, enabling controlled public access to museum collections, including archaeological

materials. Access can be customized down to individual object images or selected data fields.

Gulf Archaeology will ensure that all archaeological objects collected during field projects at the Fort King Site are submitted in the appropriate format for PastPerfect, ensuring long-term preservation, data sharing, and accessibility. We will work with the City of Ocala's IT or designated representatives to organize the database dataspace for archaeological objects. This includes advising on the level of information appropriate for public access, preparing photographs of artifacts, and maintaining updated records for any objects moved or used in museum display preparation. Preservation recommendations for the objects and their storage conditions will also be included to ensure their long-term integrity and usability for research and public education.

### *Data Migration*

Migrating the existing archaeological collections at Fort King to the PastPerfect database will require harmonizing existing datasets, mapping information to database categories and fields, and ensuring uniformity of field specimen numbers for efficient record keeping. Given the size of the collection, this will require effort from both GARI staff and volunteers. To make the process scalable, GARI will implement checklists and forms, provide volunteer training materials, and use visual aids for cataloging.

To manage the scope effectively, GARI recommends:

- Establishing a Database Migration Team: A multi-stakeholder group, including GARI, that meets periodically to coordinate progress and resolve issues.
- Managing the Project with Milestones: A structured schedule with timelines, deliverables, and accountability tasks assigned to relevant partners.
- Implementing a Phased Approach: Cataloging milestones submitted incrementally, with phases organized around logical partitions such as box numbers or archaeological units.

Normalizing and organizing the records in this manner will ensure that the collection remains useful for public interpretation and future research. As the holdings of a National Historic Landmark, proper cataloging will also reflect positively on the custodians of the site as a center for archaeological research.

## **INTERPRETIVE PROGRAMMING**

### **MUSEUM INSTALLATIONS**

To support public interest in the history of Fort King and its archaeological research, GARI will collaborate with the City of Ocala to provide periodic updates to interpretive displays in the Archaeological Resource Center. Upon request and by mutual agreement, GARI can also

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

assist with interpretive content in the historical museum, focusing on archaeological materials and related interpretation. Unless funded separately through grants or dedicated community support, costs for museum displays and interpretive projects will be the responsibility of the City of Ocala. Updates may reflect ongoing research, recently completed projects, or special events.

Schedule of Archaeological Exhibit Updates:

- Full museum display and interpretive text: updated no more than once every two years
- Entire display case and interpretive text: updated no more than once every six months
- Partial display case updates (up to half) and interpretive text: up to once per calendar month, in response to new research or project findings
- Other interpretive tasks: completed as requested and mutually agreed upon

## PUBLIC ENGAGEMENT

### *Children's Activities*

As agreed upon during planning sessions, GARI will run hands-on children's educational workshops, artifact-handling stations, or short storytelling sessions that connect the fort's daily life to the objects recovered. These activities will be connected to existing programming at Fort King and

GARI will also endeavor to participate in and provide activities during any school field trips hosted by the City of Ocala at the Fort King site. We will be flexible on the hours and development of activities, keeping in mind that GARI does have other contractual work or Fort King responsibilities that may limit participation. On such occasions, GARI may help the City of Ocala staff develop an appropriate activity that can be hosted by Fort King staff and volunteers.

### *Public Archaeology Days*

On the schedule agreed upon by the parties, but no more often than five times per year, GARI will host a station during public archaeology days. Our archaeologists will demonstrate screening, context recording, and conservation while visitors watch live excavations (if available), ask questions, and participate in brief "artifact-spotting" activities. Guest may also participate in artifact washing and identification activities as appropriate to the availability of materials and after signing a waiver releasing GARI from liability.

### *Annual Events*

Fort King Heritage Festival: Reenactments, music, and food tied to the fort's founding anniversary will serve as a platform for GARI to host an activity area or display. The activity

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

will depend on the work that GARI is currently engaged in at the Fort. For example, if an excavation is on-going, this may be used as the archaeology station for the annual event.

Season-end symposium: A public lecture, likely during the Summer Nights Lecture Series will summarize the year's discoveries, methodological advances, and plans for the next season.

### *Monthly Events*

GARI will conduct a monthly event, "Lunch with the Archaeologist" on the Fort King site. This will consist of a short public lecture and question and answer session. In concert with the Fort King staff, we will agree upon a topic schedule for the lunch sessions. On special occasions or according to the Fort King activity schedule, we can plan a special demonstration of archaeologically relevant activity, such as flint knapping or fort construction techniques.

### VOLUNTEER TRAINING

GARI will work with the City of Ocala employees, volunteers, and other designated personnel to provide a level of training that best suits the Fort King site personnel. At a minimum, GARI will provide training and checklists (if appropriate) for: accidental discovery procedures, archaeological monitoring, artifact collections processing, and archaeological interpretation of the fort and the archaeological museum displays.

Accidental discovery, archaeological monitoring, and artifact processing training will include training that culminates in official internal designation of qualified personnel. All volunteers will receive an overview of these topics, but the formal designation is reserved for those volunteers or staff who possess the requisite desire, responsibility, and capacity to complete the required tasks.

Periodic archaeology volunteer days: Specialized sessions (e.g., nail-grading, glass identification) will give volunteers deeper insight into the excavation process and allow us to convey targeted information.

- New exhibits: For any major find, volunteers will be briefed on the information and provided with updated docent guide. GARI will also work with the City of Ocala to host a short training session for larger exhibit updates
- New archaeological discoveries: For any major find, volunteers will be briefed on the information and provided with updated docent guide
- New procedures: GARI will keep volunteers and volunteer guides updated based on the most recent guidance

For Fort King volunteers and/or staff who are interested in artifact processing, the City of Ocala may appoint, and GARI will train a small group of volunteers or staff members who have additional experience or expertise. These supervisors can step in when a GARI employee or



**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

designated agent is not available, helping to keep the work consistent and to speed up processing by increasing the amount of time devoted to the task.

Volunteer training sessions will be up to 2 hours per session. Training sessions in excess of 2 hours will be negotiated separately and remuneration agreed up on between the parties.

GARI may periodically invite its own volunteers to assist with tasks covered by the Fort King contract. When this occurs, a clear distinction will be made between:

- City of Ocala volunteers: individuals under the authority of the City of Ocala, and
- GARI volunteers: individuals who work under GARI's authority.

If the City of Ocala requires that all GARI volunteers on the Fort King site be registered as City of Ocala volunteers, those volunteers will be covered by the City's liability and insurance policies while working on the site and will be subject to the City's conduct policies.

Regardless of which authority registers them, both groups will receive identical training and will be designated in the same way; however, GARI volunteers will receive task directions solely from GARI staff or GARI designated personnel.

## PROJECT SCHEDULE

### FIELD INVESTIGATION SCHEDULE

Project scheduling is tied directly to the program deliverables and priorities set by the City of Ocala. GARI will coordinate with Park Staff to establish an on station schedule for routine tasks such as volunteer training, database and inventory work, and other contract deliverables outlined in Section 2 of the RFP. These tasks are expected to average between 12-20 core hours per week, though actual days on station may vary based on activity. Other activities such as public interpretation and volunteer training will be scheduled by mutual agreement and schedule reconciliation at the time of the events.

Our commitments include:

- 48-Hour Notice: GARI staff will be on station with 48 hours' notice from the City special, emergency, or unexpected monitoring requests.
- 72-Hour Mobilization: For quoted work, field activities will begin within 72 hours of City approval of the quote.
- Hourly Services: All on station tasks are billed at the budgeted hourly rate as specified in Exhibit A.

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

- Volunteer Training: Up to 8 hours per week, declining as volunteers gain proficiency. Training covers Fort King archaeology, artifact categories, and database work, and will be supported by an instructional manual for staff and volunteers.
- Database and Inventory Work: Includes cataloging, inventory updates, and database migration tasks coordinated with Park Staff.

What is critical in this schedule is routine communication with the GARI to distinguish priority from routine tasks. On some weeks, no special hours may be needed beyond core tasks; in others, additional monitoring or emergency response may be required. GARI will adjust on station hours accordingly to ensure both planned deliverables and urgent needs are met without disruption to the program.

### PROJECT DELIVERABLE SCHEDULE

Project deliverable schedule will vary based on the size of the project and the amount of archaeological material recovered from the task. For projects with smaller footprints and/or archaeological collected material, a report may be provided within two (2) working days of the completion of the physical monitoring. For larger projects, the report may be provided within fourteen (14) working days of the same. During monitoring of multi-day projects, in order to ensure accuracy, GARI will complete a daily monitoring log to be submitted along with the final report.

## QUALITY ASSURANCE AND QUALITY CONTROL

### GENERAL

All GARI archaeological programming is conducted in compliance with federal and state preservation requirements and professional standards. Our work follows:

- Section 106 of the National Historic Preservation Act and 36 CFR Part 800 (Protection of Historic Properties).
- Chapter 267, Florida Statutes and Rule 1A-46, Florida Administrative Code.
- FDOT Project Development and Environment Manual, Part 2, Chapter 12 (Rev. 1999).
- Cultural Resource Management Handbook (Rev. 2004).
- Florida DHR Cultural Resource Management Standards and Operations Manual, Module Three.
- Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716-42), which all professional staff meet or exceed.

GARI maintains a structured QA/QC program to ensure accuracy, consistency, and compliance in both field and reporting activities. Processes are designed to follow federal

and state requirements while also providing the City of Ocala with reliable documentation of all work performed.

## **FIELD QA/QC**

Field work can quickly become overwhelming if not managed with standard practices. That is why GARI consistently uses forms, checklists, and redundant data sources to reduce error.

- **Daily Notes and Logs:** Archaeologists maintain standardized field forms recording provenience, soil profiles, feature sketches, photographs, and artifact counts. Field supervisors review notes each day for accuracy and completeness.
- **Checklists for Field Procedures:** Written checklists are used for unit setup, excavation closure, photography, and artifact collection to ensure nothing is overlooked.
- **Redundancy in Data Capture:** Provenience and measurements are recorded in both field notebooks, on artifact bags and via photographs, minimizing errors.
- **Artifact Handling Protocols:** All artifacts are bagged, labeled, and stabilized using conservation grade materials according to Florida DHR standards.

## **ARTIFACT PRESERVATION QA/QC**

GARI integrates artifact preservation into its overall QA/QC program to ensure consistency, compliance, and long-term stability of collections. Preservation tasks follow written SOPs and checklists that are verified at multiple stages.

- **Stabilization Checklists:** All artifacts are cleaned, labeled, and stabilized using conservation grade materials. A preservation checklist is completed for each batch to confirm packaging and handling standards are met.
- **Redundant Labeling and Cataloging:** Artifacts receive physical labels and digital entries cross checked against field logs.
- **Condition Assessments:** Supervisors conduct initial and follow up assessments of fragile artifacts, with findings logged in both catalog and preservation records.
- **Controlled Storage Verification:** Storage environments are checked against environmental and material standards, with routine inspections documented.
- **Pre-Exhibit Review:** Items selected for display undergo review to confirm they are properly stabilized, mounted, and accompanied by preservation recommendations.

## **DOCUMENTATION QA/QC**

In both written reports and database cataloging, GARI standardizes procedures to best serve the interests of the City of Ocala, future researchers, and the public.

- **Redundant Cataloging Process:** GARI has instituted a procedure that ensures that artifacts are observed and identified several times during the processing and

**Exhibit D - Archaeologist Proposal    CONTRACT# REC/250728**

cataloging routine. This ensures that errors are minimized by virtue of continual observation and correction.

- Standardized Documentation: All reports, GIS data, and interpretive products follow written templates aligned with 36 CFR 79, Florida DHR standards, and Section 106 requirements.
- Peer Review Process: Draft reports and GIS products undergo internal review by senior GARI staff to ensure accuracy, consistency, and compliance with City deliverables.
- Deliverable Checklists: Prior to submission, staff complete a checklist verifying that all RFP deliverables are included.
- City Review Integration: Feedback from the City Project Manager is incorporated systematically, with revisions logged and tracked to confirm resolution.

Exhibit D - Proposal Gulf Archaeology Research Institute

Gulf Archaeology Research Institute References

| Person         | Organization  | Contact      |
|----------------|---|--------------|
| Emily Kambic   | American Battlefield Protection Program (former)                | 202-354-2035 |
| Zachary Phifer | Crystal River Archaeological State Park and Yulee Historic Site | 352-228-6021 |
| Ross Lamareaux | Chinsegut Hill Program, Tampa Bay History Center                | 352-770-2188 |
| Natalie Kahler | Chinsegut Hill Program, Tampa Bay History Center                | 352-238-6295 |



# Exhibit E - Addendum # 1



**Date:** August 22, 2025  
**To:** All bidders  
**From:** Eileen Marquez, Senior Buyer  
**Solicitation Number:** Fort King Archaeology Services  
**Solicitation Title:** RFP# REC/250728

## SECTION 1. QUESTIONS AND ANSWERS

1.1 QUESTION: Hourly rates have been requested for archaeological monitoring, but we typically provide monitoring day rates. Would the City consider revising the request for an hourly rate to be a request for a daily rate and a minimum number of days per mobilization for archaeological monitoring?

ANSWER: No, we are choosing to use an hourly rate because many of the jobs do not consist of a full day's work. The majority of the projects will only last a few hours. Examples include down trees, fence post monitoring, and small washouts.

1.2 QUESTION: If only an hourly rate is acceptable, is a rate sheet detailing the rate of staff necessary to execute the tasks in the RFP? For example, RFQ pg. 13, (i) Price Proposal: this section states, "Provide any additional pricing for miscellaneous tasks that are not included on Exhibit A in your proposal." Does this statement permit SEARCH to just provide our rates within the Exhibit A Price Proposal?

ANSWER: Yes, rates may vary depending on the employee's qualifications. An archaeologist's rate may be less than that of an archaeologist tech or a volunteer.

1.3 QUESTION: The Pricing Proposal Excel form only includes a single place for the hourly rate per task. Please clarify if a generalized rate for the task is expected.

ANSWER: We are only looking for an hourly rate, as the services provided will mostly consist of monitoring digs for infrastructure improvements.

1.4 QUESTION: Items 2 (Reporting & Documentation) and 4 (Prepare monthly Archaeological Deliverables) are requested at hourly rates. Please confirm if these tasks will be set up as a limiting amount/NTE contract driven by task orders.

ANSWER: This will be a 2-year contract with two 1-year renewals. Not to exceed the contract limits of \$50,000

- 1.5 QUESTION: A project schedule is requested, and RFQ pg. 7 mentions that a detailed written estimate" is to be submitted for tasks, but there is no specific project or scope outlined in the RFP, as this is an on-call contract. Is there an overall goal or planned projects list available to develop a schedule per this RFQ requirement?

ANSWER: We have two projects currently planned. Project 1. It is a trench approximately 30 feet in length for fiber installation. Project 2. Consists of monitoring the digging of a sidewalk from Fort King Street to the chickee. Other services required will be on an on-call basis for issues that may arise over the contract term. For clarification, future construction of the Master Plan will be bid out on a separate RFP, and the contractor will be responsible for securing archeological services. This contract will not include future build-out projects of the Master Plan.

## Certificate Of Completion

Envelope Id: 1EFA5B31-D948-4F37-9BE1-C926E163C8D7

Status: Completed

Subject: Agreement for Professional Archaeological Services-Fort King National Historic Landmark (REC/250728)

Source Envelope:

Document Pages: 63

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Porsha Ullrich

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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## Record Tracking

Status: Original

Holder: Porsha Ullrich

Location: DocuSign

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pullrich@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

## Signer Events

## Signature

## Timestamp

Gary Ellis

gari.arch@gmail.com

Director Emeritus

Security Level: Email, Account Authentication (None)

Signed by:

*Gary Ellis*  
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Sent: 11/6/2025 11:51:17 AM

Viewed: 11/6/2025 11:55:04 AM

Signed: 11/12/2025 8:46:16 PM

Signature Adoption: Pre-selected Style

Using IP Address:

2603:900b:4600:20f0:5458:d144:6e40:d08e

## Electronic Record and Signature Disclosure:

Accepted: 11/6/2025 11:55:04 AM

ID: 44b979c9-2788-4c24-bbfc-fa07ffcab09e

William E. Sexton, Esq.

wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication (None)

Signed by:

*William E. Sexton, Esq.*  
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Sent: 11/12/2025 8:46:18 PM

Viewed: 11/13/2025 3:04:25 PM

Signed: 11/13/2025 4:11:57 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

## Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication (None)

DocuSigned by:

*Ken Whitehead*  
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Sent: 11/13/2025 4:12:00 PM

Viewed: 11/17/2025 8:23:38 AM

Signed: 11/17/2025 8:37:40 AM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Angel B. Jacobs

ajacobs@ocalafl.org

City Clerk

Security Level: Email, Account Authentication (None)

Signed by:

*Angel B. Jacobs*  
8DB3574C28E54A5...

Sent: 11/17/2025 8:37:42 AM

Viewed: 11/17/2025 9:32:40 AM

Signed: 11/17/2025 9:32:59 AM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104



| <b>Signer Events</b> | <b>Signature</b> | <b>Timestamp</b> |
|----------------------|------------------|------------------|
|----------------------|------------------|------------------|

**Electronic Record and Signature Disclosure:**  
Accepted: 11/17/2025 9:32:40 AM  
ID: d49b61f3-6901-4134-8a6a-ae0a051ec955

| <b>In Person Signer Events</b> | <b>Signature</b> | <b>Timestamp</b> |
|--------------------------------|------------------|------------------|
|--------------------------------|------------------|------------------|

| <b>Editor Delivery Events</b> | <b>Status</b> | <b>Timestamp</b> |
|-------------------------------|---------------|------------------|
|-------------------------------|---------------|------------------|

| <b>Agent Delivery Events</b> | <b>Status</b> | <b>Timestamp</b> |
|------------------------------|---------------|------------------|
|------------------------------|---------------|------------------|

| <b>Intermediary Delivery Events</b> | <b>Status</b> | <b>Timestamp</b> |
|-------------------------------------|---------------|------------------|
|-------------------------------------|---------------|------------------|

| <b>Certified Delivery Events</b> | <b>Status</b> | <b>Timestamp</b> |
|----------------------------------|---------------|------------------|
|----------------------------------|---------------|------------------|

| <b>Carbon Copy Events</b> | <b>Status</b> | <b>Timestamp</b> |
|---------------------------|---------------|------------------|
|---------------------------|---------------|------------------|

| <b>Witness Events</b> | <b>Signature</b> | <b>Timestamp</b> |
|-----------------------|------------------|------------------|
|-----------------------|------------------|------------------|

| <b>Notary Events</b> | <b>Signature</b> | <b>Timestamp</b> |
|----------------------|------------------|------------------|
|----------------------|------------------|------------------|

| <b>Envelope Summary Events</b> | <b>Status</b> | <b>Timestamps</b> |
|--------------------------------|---------------|-------------------|
|--------------------------------|---------------|-------------------|

|                     |                  |                       |
|---------------------|------------------|-----------------------|
| Envelope Sent       | Hashed/Encrypted | 11/6/2025 11:51:17 AM |
| Certified Delivered | Security Checked | 11/17/2025 9:32:40 AM |
| Signing Complete    | Security Checked | 11/17/2025 9:32:59 AM |
| Completed           | Security Checked | 11/17/2025 9:32:59 AM |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

| <b>Electronic Record and Signature Disclosure</b> |
|---|
|---|

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To contact us by email send messages to: [contracts@ocalafl.org](mailto:contracts@ocalafl.org)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- ii. send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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