

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

Funding Agency: US Army Corps of Engineers Alaska District PO Box 6898 JBER AK 99506	Funding Instrument: Cooperative Agreement Funding Opportunity W911KB-23-2-0013 No. CFDA No: 12.005 Program Authority 16 U.S.C. 670 (Sikes Act)
Issue Date: 8 August 2023	Application Due Date: 8 September 2023
Overview: Environmental Cultural Resources Survey, Draughon Range (DR), Misawa Air Base, Japan - The purpose of this project is to achieve environmental compliance at USAF installation Misawa Air Base (MAB) located in Aomori Prefecture, Japan. Specific services to be conducted at DR include creating a Pedestrian Reconnaissance Survey for cultural resources at DR, and archeological site field documentation effort in consultation with the local Misawa City Board of Education (BOE). See full Funding Opportunity Description in Section I.	
Estimated Total Funding: \$220,000.00	Estimated Number of Awards: 1
Contents of Full Text Announcement	
I. Funding Opportunity Description	V. Application Review Information
II. Award Information	VI. Award Administration Information
III. Eligibility Information	VII. Agency Contacts
IV. Application Information	VIII. Other Information
Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the Grants Specialist, casandra.a.hutchins@usace.army.mil .	
Instructions to Applicants: The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov. Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted electronically via email or through Grants.gov. Applicants shall have a Unique Entity Identification (UEI) number, registration with the System of Award Management (SAM), and registration with Grants.gov, if submitting application through Grants.gov. See Section IV of the Funding Opportunity Announcement for complete application submission information.	

Section I: Funding Opportunity Description

STATEMENT OF WORK ENVIRONMENTAL CULTURAL RESOURCES SURVEY Draughon Range (DR), Misawa Air Base, Japan

10 July 2023

Project Ceiling: \$220,000

1.0 INTRODUCTION

The Recipient shall furnish all necessary labor, equipment, materials, and transportation necessary to perform the work described in this Statement of Work (SOW). The Recipient shall provide adequate professional supervision and quality control to ensure the accuracy, quality, completeness, and progress of the required work. Work shall be performed in accordance with common industry standards/practices and all applicable Federal, Government of Japan (GoJ), and local regulations. The Recipient shall be responsible for identifying the applicable Federal, Department of Defense (DoD), United States Air Force (USAF), and GoJ national/local regulations that will affect this agreement.

1.1 Regulations and criteria applicable to this project include but are not limited to the following:

- Overseas Environmental Baseline Guidance Document (OEBGD)
- Japan Environmental Governing Standards (JEGS) 2022
- Air Force Instructions (AFI) 32-7003 Cultural Resources Management

1.2 Appendices:

Appendix A - Misawa AB Draughon Range Cultural (1 page)
Appendix B - AFCEC GIS Data Standards (1 page)

2.0 OBJECTIVES

The purpose of this project is to achieve environmental compliance at USAF installation Misawa Air Base (MAB) located in Aomori Prefecture, Japan. Specific services to be conducted at DR include creating a Pedestrian Reconnaissance Survey for cultural resources at DR, and archeological site field documentation effort in consultation with the local Misawa City Board of Education (BOE).

3.0 DESCRIPTION OF SERVICES

The Recipient shall provide professional services to conduct DR's Pedestrian Reconnaissance Survey as described below. The Recipient shall maintain a bi-lingual (English and Japanese) staff member and provide professional archeologist(s) services to conduct pedestrian surveys. The Recipient shall manage and control all work activities, including subcontracted services, to conduct and complete all requirements described herein. Specific services include the following projects:

3.1 Task 1 – Meeting(s) and Coordination

A project initiation teleconference shall be held after agreement award. The initiation meeting shall include, at a minimum, the USACE Project Manager (PM) and the MAB Cultural Resources Program Manager (PM). At least two (2) days before the initiation meeting takes place, the Recipient shall provide the meeting agenda, tentative project schedule with milestone dates, and any pertinent information/data to all the meeting participants. During the meeting, the Recipient shall provide an overview of the project and objectives, discuss logistics (base/vehicle passes, applicable permits, data sharing, etc.), discuss deliverables and project schedule, and address/pose any questions. After the meeting, the Recipient shall prepare and send the draft minutes for Government review. Other meetings and/or teleconferences shall be held throughout the project as necessary.

3.2 Task 2 – Project Planning Documents

3.2.1 Task 2a – Work Plan (WP)

The Recipient shall prepare a WP for the project approach and methodologies in order to ensure all services are in accordance with commonly accepted industrial/commercial practices, and applicable laws and regulations. The WP shall describe in detail the quality assurance, quality control, and other technical activities to be implemented to ensure quality data is collected.

The draft WP shall be submitted to the USACE PM and MAB PM for review and comment. The Recipient shall revise the draft WP based on the review comments received, and submit a final WP. The final WP shall be submitted electronically (in both MS Word and PDF formats). The WP must be accepted by both the USACE PM and MAB PM prior to commencement of any fieldwork activity.

3.2.2 Task 2b – Accident Prevention Plan (APP)

The Recipient shall develop and implement a written Safety and Health Program in accordance with guidelines specified in EM 385-1-1, Appendix A to include an Activity Hazard Analysis (AHAs), paragraph 01.A.13. The Recipient shall prepare an APP for all sites and shall submit the draft APP electronically to the USACE PM and the MAB PM for review and comment. The Recipient shall revise the draft APP based on the review comments received, and submit a final APP. The final APP shall be submitted electronically (both MS Word and PDF formats).

The Recipient shall ensure that its subrecipients, suppliers, and support personnel follow all safety and health provisions stated in the project APP. USACE reserves the right to stop work under this agreement for any safety violations at no additional cost to the Government. In the event of a stop work event, USACE shall verify the Recipient has implemented the applicable corrective action(s) before work resumes.

3.3 Task 3 – Archeological Research and Investigation

Archaeological resources are any material remains of past human life or activities that are of capable of providing scientific or humanistic understandings of past human behavior and cultural adaptation through the application of scientific or scholarly techniques (32 CFR 229.3). Archaeological resources are usually directly associated with prehistoric or historic surface artifacts, buried artifacts, or both, and relate to past human usage of an area.

It is vital that the investigation survey and report meet the local BOE's requirements. Therefore, close coordination with the local BOE is required throughout this agreement. The principal services required is a Pedestrian Reconnaissance Survey as described in the following paragraph.

3.3.1 Task 3a – Pedestrian Reconnaissance Survey

The goal of this task is to identify any surface artifacts or indication in the DR. The Recipient shall conduct a pedestrian reconnaissance survey to locate and record potential artifacts and surface features. The pedestrian reconnaissance survey goal is to categorize surveyed areas into areas of high, medium, and low probability for the presence of archaeological resources. This reconnaissance level survey does not involve earth disturbance activities such as excavated shovel tests and/or mechanically excavated exploratory trenches. Recipient will be provided confidential archeological site GPS information in an ArcGIS File Geodatabase format upon award to guide field surveys and locate boundaries of archeological sites. The Recipient shall propose the survey dates and methodology in the WP for an approval by the Government. The proposed survey dates and methodology shall provide optimal opportunity for observing surface artifacts which is largely dependent on the extent of surface visibility. The pedestrian reconnaissance survey shall be conducted at the discretion of the field archaeologist. Survey documentation shall include standard archaeological field data observations, photographic coverage, and GPS points at observed features.

- i. Field survey shall include surface geology, soils, topography, and vegetation which relate to the extent of surface disturbance. Collect information relative to man-modified landscape disturbance such as depressions, bulldozing, vegetation clearing, solid waste, or illegal dumping. These incidental landscape observations shall be collected as GPS data points and a summary included in the Final Report as they relate to potential archeological resources impact. GPS points and polygons shall be collected and compatible with MAB geodatabase standard B.
- ii. The Recipient shall create daily field survey logs to be submitted at the end of the pedestrian reconnaissance survey effort which shall be included as an Appendix to the Final Report. The logs shall include photo documentation and detailed description of survey route observations. Survey routes shall be provided as GIS deliverable(s).
- iii. Photo document, flag in the field, and collect a GPS point for each surface artifact. Record proximity of surface artifacts to recorded archeological sites. All observed artifacts shall be properly collected by the local BOE. Upon discovery of important cultural resources, the Recipient shall notify the MAB PM in a timely manner. Before submitting the Task 3c Final Survey Report, information regarding BOE collected artifacts shall be translated into English and included as an Appendix to the Pedestrian Reconnaissance Survey Report.
- iv. At conclusion of field survey effort in coordination with MAB PM, the Recipient can spend up to one (1) day or eight (8) hours, conducting field verifications with BOE, thus concluding the requirements for Task 3a.

*1 – DR is an active training site. Therefore, archeological site visit(s) shall be coordinated through the MAB PM in direct communication with Draughton Range POC.

3.3.2 Task 3b – Draft and Final Survey Report

Upon completion of the field investigation, the Recipient shall prepare and submit Draft and Final Reports after. The Draft and Final Reports shall be prepared in English and shall contain the following components at a minimum:

- i. Executive summary describing the work performed, survey results, identified disturbances, and geology/topography observations. Survey results shall include encountered artifacts distribution and abundance to provide a more comprehensive understanding of recorded archeological sites.
- ii. A narrative to include the agreement number and title, date of surveys, name of surveyors, field survey technique(s), any unusual events (e.g., difficulties accessing sites, disturbances/events impacting survey efforts, etc.), and a discussion of the findings. Findings shall be presented in photographs, Figure Maps and shall include locations of any incidental disturbances observed.
- iii. Utilize naming convention provided in previous studies for referencing archeological site identification (site number, name, etc.). Observations from prior surveys should indicate the year of survey and reference the appropriate citation.
- iv. Submit GIS Data of artifacts observed during pedestrian reconnaissance survey to update the Archeological map Appendix A.
- v. Include management or future survey recommendations and test dig locations based on field observations. The recommendations shall include but are not limited to the type, method, cost estimate of the survey(s). If possible, Field Archeologist professional opinion of continued designation of high potential cultural area(s).
- vi. Create Appendix of daily field survey logs and field maps depicting transect and walk-thru routes.

4.0 KEY PERSONNEL

The Recipient shall employ, either directly or through a subrecipient(s), key personnel adequate in numbers, skill, and qualifications to accomplish the work required in conformance with the key personnel qualifications below and shall provide this information with the Draft and Final WPs.

Agreement Program Manager (APM). Must have completed, at minimum a 4-year university or college degree in science. Must have completed a minimum of three (3) environmental projects within the past five (5) years at U. S. DoD installations in Japan.

Local Archeologist. Must have completed, at minimum a 4-year university or college degree in archeology or other related field. Must have completed a minimum of three (3) artifact identification surveys within the past five (5) years in cultural resources surveys in Honshu (main island), Japan. Must be Japanese and/or a person that can speak Japanese fluently without any translation required at the same level of native speaker because of the need to coordinate with the BOE directly.

If during the project, the Recipient must utilize key personnel other than those names submitted and accepted for this agreement, substitution shall not be made without prior written approval of the Grants Officer (GO). If any key personnel are found to devote less effort than stated in the offer or are performing unsatisfactorily, the GO may direct replacement of such personnel as needed. The Recipient is required to propose a replacement acceptable to the Government.

5.0 DELIVERABLES & PERFORMANCE SCHEDULE

Hard copy report deliverables shall be presented in a 3-ring binder with a clear cover, with printed pages on both sides, and shall include a CD/DVD containing a copy of the report and all supporting documentation using the latest versions of PDF, Microsoft Word, Excel, PowerPoint, and ArcGIS files as applicable. Submittals shall consist of 8½" by 11" pages with all drawings folded, if necessary, to this size. All pages shall be numbered and of adequate legible quality for reproduction. The Recipient shall prepare a final project CD/DVD containing all progress reports, WP/APP, reports, tables, native report files (GIS data, spreadsheets, Word files, figures, etc.) and other deliverables specified in this SOW.

Deliverables shall be satisfactory, and only minor changes should be required during Government reviews. If the submitted deliverable(s) is incomplete, prepared incorrectly, or of poor quality, the Recipient shall revise the deliverable(s) at no additional cost to the Government.

The Period of Performance for this project is 18 months following award, and shall adhere to the following duration schedule:

BASIC TASKS	PERFORMANCE PERIOD (Calendar Days After Award Unless Otherwise Noted)	DELIVERABLE FORMAT
TASK 1 – Project Initiation Meeting & Meeting Minutes	Within 14 calendar days of award Within 3 calendar days of meeting	N/A Electronic
TASK 2 – Draft WP & APP	Within 40 calendar days of award	Electronic
TASK 2 – Final WP & APP	Within 10 calendar days after receiving draft comments	Electronic
Task 3a – Daily Field Survey Logs	Within 30 calendar days after the end of pedestrian reconnaissance survey effort	Electronic
TASK 3b – Draft Report	Within 300 calendar days of award	Electronic
TASK 3b – Final Report	Within 330 calendar days of award (or within 30 days after receiving draft comments)	Electronic & 2 hard copies/CDs (1 hard copy/CD to USACEPM & 1 hard copy/CD to MAB PM)
Completion of Agreement	18 months	N/A

6.0 POINTS OF CONTACT (POC)

6.1 U.S. Army Corps of Engineers

The POC for USACE Project Management is Katie Russell. Any deviations, changes, and/or inadequacies of any kind and any questions related to the SOW or compliance with the terms of this SOW, shall be immediately brought to the attention of the USACE PM for resolution. In no event, however, shall the Recipient accept any instructions, interpretations, or orders that would affect price, Period of Performance, or any other provision of the project without written notification signed by the Grants Officer (GO). Cooperative agreement questions should be addressed to the Grants Officer, Michelle Mandel. Correspondence should be

addressed as follows:

Katie Russell
U.S. Army Corps of Engineers
Environmental and Special Projects Branch
ATTN: CEPOA-PME
P.O. Box 6898
JBER, AK 99506-0898
Phone: (907) 753-2535
Email: kathryn.russell@usace.army.mil

Michelle Mandel
U.S. Army Corps of Engineers Contracting Division
ATTN: CEPOA-CT
P.O. Box 6898
JBER, AK 99506-0898
Phone: (907) 753-2502
Email: michelle.r.mandel@usace.army.mil

In addition to the USACE PM, the Grants Officers Representative (GOR) for this project will monitor all technical aspects of the agreement and assist in agreement administration. The GOR is authorized to perform the following functions: ensure the Recipient performs the technical requirements of the agreement; perform the necessary inspections in connection with agreement performance; maintain written and oral communications with the Recipient concerning technical aspects of the agreement; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Recipient performance and notify both the GO and Recipient of any deficiencies; coordinate availability of Government Furnished Property as necessary and applicable, and provide site entry of Recipient personnel if applicable.

6.2 MAB Cultural Resources Program Manager (PM)

The MAB PM shall be responsible for conducting the necessary coordination within their organization and shall assist USACE with base access and Recipient escorting as necessary.

U.S. Air Force
35th Wing (Misawa AB)
ATTN: Yasutaka Fujita
E-mail address: yasutaka.fujita.mil@us.af.mil
Commercial Number: 0176-77-7171
DSN Number: 226-4883

6.3 Principal Investigator (PI)

The Recipient shall appoint a PI as the organization's single POC for this project. The PI shall participate in all conferences and coordinate deliverables, schedules, meetings, and logistics as required under the terms of this SOW. The PI shall keep the USACE PM and MAB PM informed of the project's progress as needed. During field work activities, the PI or the on-site representative shall be available to communicate with the USACE PM or the MAB PM during normal working hours in Japan, 0800 through 1700 hours, Monday through Friday.

7.0 SUPPORTING INFORMATION

7.1 Responsibilities

The Recipient shall be responsible for providing all logistical support during field investigations, including telephone, office space, duplicating or transmission of documents, and transportation. The Government shall not provide logistical support to the Recipient even on a reimbursable basis during the execution of this project.

The Recipient's representative(s) shall have the capability of understanding technical information provided in English by the U.S. Government.

The Recipient shall be available to participate in meetings with the USACE PM and the MAB PM to develop methodologies, review progress, discuss problem areas, and exchange information. The Recipient shall also be available to respond to technical issues presented by the USACE PM or MAB PM.

7.2 Government Property

All original materials, visual aids, software, and text developed or collected in the performance of the tasks listed herein is Government property, and it shall not be used, distributed, or published by the Recipient without specific written permission of the GO.

Any damages to Government property, caused by the Recipient or subrecipient(s), shall be restored promptly at no cost to the Government. The Recipient shall remove all waste materials generated as a result of work activities at the completion of the project. The Recipient shall not collect any plants and animals, except to collect the required number of samples necessary within a survey area. Any activities that may cause destruction or adverse effects to the natural resources, which are not related to the proposed survey, such as removal of protected species are prohibited.

Any activities that may cause destruction or adverse effects to cultural properties, which are not related to the proposed survey, such as removal of above or underground properties, or artifacts located/deposited within or outside the boundary of the project areas, are prohibited.

7.3 Release of Information

The Recipient, consultants, subrecipients, or associates shall not make any project information, data, or reports available to news media nor publicly disclose any data generated or reviewed for this project. The Recipient shall not release any news articles concerning this project without the consent of the GO. If and when approached by the news media, the Recipient shall refer all questions to the GO for an official response.

7.4 Site Visits

Coordination related to data requirements and site visits shall be conducted through the USACE PM and the MAB PM or his/her designate. No contacts with other U.S., Japanese or other agencies and groups shall be made without the prior approval of the USACE PM, MAB PM or his/her designate. Prior to the initiation of field visits, tentative schedules and locations shall be provided to the USACE PM and MAB PM. In addition to normal scheduling correspondence, the Recipient shall notify the PM two (2) calendar days prior to surveying Potential Cultural Resources Areas.

7.5 Quality Control

The Recipient shall be responsible for the quality of submittals and for all damages caused as a result of negligence in the performance of any services furnished under this agreement. The Recipient shall insure all work is executed using proper internal controls and review procedures. Each submission shall include a letter of transmittal certifying the submission was reviewed and coordinated by the Recipient to ensure (a) the adequate level of effort and expertise was included, (b) elimination of discrepancies, errors and omissions, and (c) the overall professional and technical accuracy of the submission. Documents, which are significantly deficient in any of these areas, will be returned for correction and/or upgrading prior to completing the Government's review. Agreement submission dates will not be extended if a resubmission of draft material is required for this reason.

The Recipient shall be responsible for any unsatisfactory performance and shall take the necessary corrective actions, at the earliest possible date, to address any deficiencies.

7.6 Government Quality Assurance

To ensure quality assurance for this project, the Government shall perform technical reviews of the project submittals prior to acceptance for compliance with regulatory requirements specified herein. Comments and/or recommendations provided by the Government shall be incorporated and discussed to ensure the content and quality of deliverables are acceptable and compliant with applicable laws and regulations.

7.7 Base Pass Requests

The Recipient shall submit a tabulation of equipment and vehicles to be used for this project. The list shall include make, model, year, body style, color, license number, identification number, proof-of-registration, insurance company and amount of insurance. Additionally, the Recipient shall submit a personnel list to be mobilized for this project to include name, social security number, date of birth, citizenship, employer, address, dates of visit, and copy of valid identification card with photo (driver's license, passport, etc.). The Recipient shall also submit a list of all cameras, including make and model, to be used. The Recipient shall be responsible for all passes issued, to include passes issued for subrecipient personnel, under this agreement. The Recipient shall return all applicable base passes upon termination of employment or completion of this agreement to the Pass and Identification Section and certification of receipt shall be obtained. The Recipient shall submit lists of all employees terminated to the GOR and GO within seven (7) calendar days of the effective date of termination.

7.8 U.S. Government Holidays

Access to certain facilities and offices will be restricted on the holidays listed below and on weekends unless prior arrangements with base personnel can be made.

New Year's Day	01 January
Martin Luther King, Jr. Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	04 July

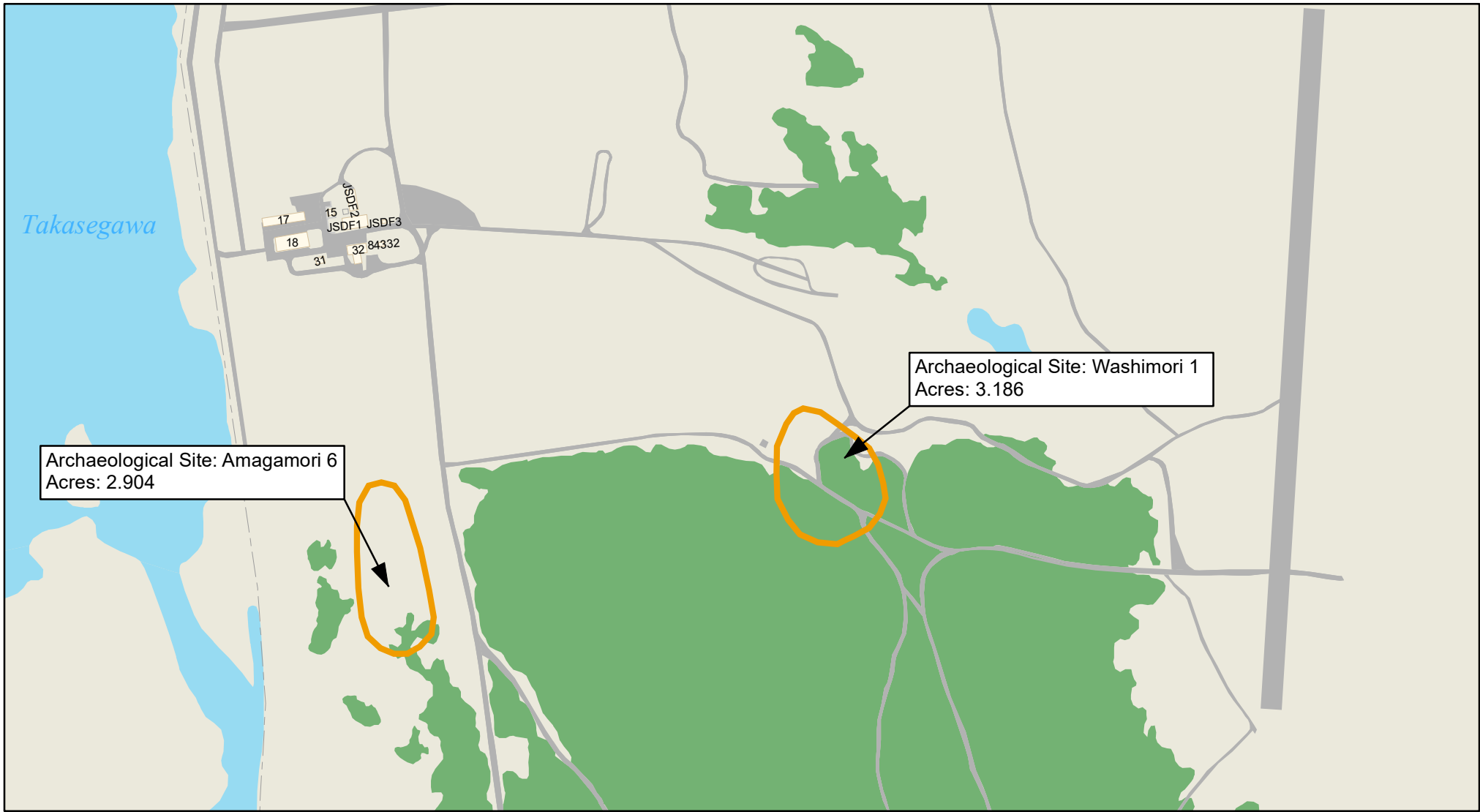
Labor Day	First Monday in Sept
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

7.9 Interference with Government Operations

Although the chances are minimal, the Recipient may be required to stop work for a brief period if the work interferes with Government operations. If such a case is expected, the MAB PM will notify the Recipient as early as possible.

8.0 PERIOD OF PERFORMANCE

The Period of Performance is 18 months from date of award.



Cooperative Agreement Number:
W911KB-15-2-0001 -
TO 0037

Prepared By: Center for Environmental Management of Military Lands
(CEMML)/Colorado State University. Map created for presentation purposes
only. Although efforts have been made to verify data, accuracy cannot be guaranteed

- Archaeological Site
- Building
- Impervious Surface
- Forest

Misawa Air Base Draughton Range Cultural

Scale: 1:6,000

Coordinate System: WGS 1984 UTM Zone 54N



**Draughton Range
Archaeological Site
Total Acreage: 6.09 acres**

0 250 500 Meters

Locator Map



Appendix B - AFCEC GIS Data Standards

APPENDIX B

AFCEC GIS DATA STANDARDS

The Air Force (AF) Environmental Geographic Information System (GIS) mission is to support AF wide environmental programs by collecting, developing, and maintaining spatial data within Functional Data Sets (FDS). FDS spatial data has been standardized to the Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE) 3.1, Air Force Adaptation. All products associated with this contract that generate GIS data, such as point locations, shapefiles, or other related overhead views of an AF base (partial or entire) must adhere to the following requirements.

- The Contractor will develop GIS data to comply with all applicable Data Layer Specifications (DLS). AFCEC data layer specifications will be provided to the Contractor following award.
- The Contractor will utilize the appropriate SDSFIE USAF compliant template. The appropriate template will be transmitted to the Contractor through DoD-SAFE (<https://safe.apps.mil/>) or other equivalent secure network based data transmission system following award.
- The Contractor is responsible for delivering the spatial data in the applicable Universal Transverse Mercator (UTM) coordinate system, World Geodetic System 1984 (WGS84) datum and spheroid according to the below table.

Misawa AB	UTM Zone 54 North
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- Prior to generating GIS data, the Contractor shall coordinate with AFCEC to determine the current version being used for all software, data, and data standards.
- All metadata associated with the Air Force Environmental GIS Program data layers must meet the Federal Geographic Data Committee (FGDC) Content Standard for Geospatial Metadata (GSDGM), revised in June 1998. Metadata must also include all content stated in the metadata section of each Data Layer Specification (DLS). AFCEC metadata specifications will be distributed to the Contractor following award.

GIS data generated during this project is considered by the government to be “sensitive, but unclassified.” The intent of this clause is to prevent intentional or unintentional dissemination of “sensitive, but unclassified” information to include unauthorized access to the source and product data by any entity wishing to do harm to the USAF or United States Government while the data resides on the Contractor computer network.

The Contractor is responsible for transmitting all GIS data in the proper format via DoD-SAFE (<https://safe.apps.mil/>) or other equivalent secure network based data transmission system. GIS data transfers may also be via DVD.

Section II: Award Information

This is for a competed Cooperative Agreement with funding not to exceed \$220,000.00. Expect an 18-month Period of Performance (POP), in accordance with 16 U.S.C. sec 670c-1 (Sikes Act). Any Government involvement is as stated in the Statement of Work.

Announcement Issue Date: 8 August 2023

Application Due Date: 8 September 2023

Estimated Award Date: On or About 15 September 2023

Section III: Eligibility Information

1. Eligible Applicants – Open to all that meet the criteria of this announcement.
2. Cost Sharing – This action will be 100% funded by USACE.
3. Other Information – None noted.

Section IV: Application and Submission Information

1. Address to Request Application Package:

The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

The administrative point of contact is the Grants Specialist, Casandra Hutchins, casandra.a.hutchins@usace.army.mil.

2. Content and Form of Application Submission

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

- a. SF 424 - Application for Federal Assistance
- b. SF 424 A – Budget Information for Non-construction Programs
- c. SF 424 B – Assurances – Non-Construction Programs
- d. Program Narrative – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section VI Scope of Work of this announcement.

3. Application shall be submitted **NO LATER THAN 8 September 2023; 2:00 PM (Alaska Time) via email or through Grants.gov.**

4. Submission Instructions

Applications may be submitted by email or via the internet through Grants.gov. Choose ONE (1) of the following submission methods:

Via Email: Format all documents to print on Letter (8 ½ x 11") paper. E-mail proposal to the Grants Specialist, Casandra Hutchins, at casandra.a.hutchins@usace.army.mil.

Via Grants.gov:

Applicants are not required to submit proposals through Grants.gov. However, if applications are submitted via the internet, applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety and within the date and time required. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website. All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. ***It may take up to three (3) weeks to complete Grants.gov registration.*** For more information on registration, go to <http://www.grants.gov/ForApplicants>.

Section V: Application Review Information

Offer Submission Evaluation Criteria and Basis of Award

ENVIRONMENTAL CULTURAL RESOURCES SURVEY Draughton Range (DR), Misawa Air Base, Japan

July 2023

The Government will evaluate technical submissions in accordance with the criteria described herein and award a cooperative agreement to the responsible offeror whose submission is determined to represent the best overall value to the Government. The Government will not award a cooperative agreement to an offeror whose submission contains a deficiency.

The evaluation factors for this action are:

- Factor 1, 40%: Experience (most important technical factor)
- Factor 2, 35%: Technical Approach (2nd most important technical factor)
- Factor 3, 25%: Cost (3rd most important factor)

After listing submission strengths, weaknesses and deficiencies, the Government will assign an adjective rating of Outstanding, Good, Acceptable, Marginal, or Unacceptable to each technical factor which reflects the Government's confidence in each offeror's ability, as demonstrated in its submission, to perform the requirements stated in the Statement of Work (SOW). The adjectival ratings shall be assigned, using the following criteria, which incorporate a submission risk assessment:

Weight	Adjectival Rating	Description
4	Outstanding	Submission indicates an exceptional approach and understanding of the requirements and contains multiple strengths.
3	Good	Submission indicates a thorough approach and understanding of the requirements and contains at least one (1) strength.
2	Acceptable	Submission indicates an adequate approach and understanding of the requirements.
1	Marginal	Submission has not demonstrated an adequate approach and understanding of the requirements or contains an element of risk.
0	Unacceptable	Submission does not meet requirements of the solicitation and, thus, contains one (1) or more deficiencies and is unawardable.

OFFER EVALUATION AND SELECTION CRITERIA

Each Offeror shall be evaluated in accordance with the selection criteria below. The selection criteria are listed in descending order of importance.

Factor 1 Experience

The Offeror shall demonstrate prior project experience relevant to the attached SOW, completed within the last five (5) years of this Funding Opportunity Announcement, and other qualifications and technical competence in all of the following areas:

1. Experience supporting conservation of cultural resources on installations and/or implementation of Integrated Cultural Resources Management Plans (ICRMP).
2. Experience working in Japan as referenced in the SOW.
3. Experience with Cultural Resource surveys and utilizing archeological site GPS information in an ArcGIS File Geodatabase format to guide field surveys and locate boundaries of archeological sites.
4. Experience performing studies, projects, and preparing plans or reports in accordance with applicable guidance and regulations, including the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), Native American Graves Protection and Repatriation Act, Clean Water Act, Lacey Act, National Invasive Species Act, Non-Indigenous Aquatic Nuisance Prevention Act, Migratory Bird Treaty Act, Coastal Zone Management Act, and Resource Conservation and Recovery Act.
5. Experience planning and managing time critical work, documentation and recommendations, updating maps, logs, and data inventories, and producing final reports and GIS layers for incorporation into Air Force database.

The Offeror shall provide examples of up to four (4) past projects of similar size, scope and complexity that best demonstrate the above qualifications. Submit projects that are at least 25% complete or were completed within the past five (5) years. The example project summaries shall be limited to one (1) page each. The example project summaries shall identify:

- Title/Subject
- Location
- Duration
- Brief description
- Roles and work self-performed
- Date project began and if completed
- Complexities or key accomplishments
- Client contact information

The Government will utilize the example project summaries to evaluate the capability and experience as a basis for comparing offerors to determine best value.

Factor 2 Technical Approach

Technical Requirements:

- Project Officer must have completed, at minimum, a 4-year university or college degree in science. Must have completed a minimum of three (3) environmental projects within the past five (5) years at U. S. DoD installations in Japan.
- Local Archaeologist must have completed, at minimum, a 4-year university or college degree in archeology or other related field. Must have completed a minimum of three (3) artifact identification surveys within the past five (5) years in cultural resources surveys in Honshu (main island), Japan. Must be Japanese and/or a person that can speak Japanese fluently without any translation required or at the same level of native speaker(s) because of the need to coordinate with the Board of Education directly.
- Personnel responsible for deliverables must meet qualifications standards established by the Office of Personnel Management in consultation with the Secretary of the Interior (*Secretary of the Interior's Professional Qualifications Standards*, defined in 36 CFR § 61, Appendix A).
- Cultural resources management activities involving historic resources must be supervised by a cultural resource professional with the minimum qualifications as defined in 36 CFR § 61, Appendix A as a graduate degree in archaeology, anthropology, or closely related field.
- Offeror personnel must be able to comply with all applicable regulations to obtain a Common Access Card (CAC). Personnel are required, at a minimum, to complete a NACI/SF85 and successfully pass a federal background check. Key personnel must be able to provide credentials that meet the needs for the Federal computer network access and take applicable training.

The Offeror shall provide a brief narrative of their technical approach and a milestone schedule. The narrative shall be no more than two (2) pages per main task and must include:

- A discussion of the technical approach to accomplish the Statement of Work requirements, detailing number of hours anticipated to complete the project deliverables.
- A discussion of the quality assurance, quality control, and other technical activities that will be implemented to ensure that quality data is collected to support project data quality objectives.
- A discussion of applicable regulatory requirements and how project requirements will be implemented.
- A discussion of all assumptions.

The Offeror shall also provide an organizational chart with the proposed project team with defined roles, responsibilities, and lines of communication for all key personnel and sub-recipients.

The evaluation standard has been met when the Offeror demonstrates an understanding of the work that adequately addresses the requirements outlined in the SOW. The inclusion of numerous assumptions that significantly "assume away" Offeror risk, with regard to major issues or problems that may be encountered on the project, will be considered unacceptable.

Factor 3 Cost

Provide proposed cost to the government. Allowable costs incurred by institutions of higher education are determined in accordance with the provision of OMB Circular A-21, "Cost

Principles for Educational Institutions," ONR negotiated rates, and institutional policies. OMB's cost principles are contained in 2 CFR 200.400-.475 et seq.

Cost is considered less important than non-cost factors and will be evaluated for fairness and reasonableness per OMB cost principles. If more than one (1) offer is rated as having equal non-cost factors, the lowest cost tender of the offers received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.

Section VI: Award Administration Information

Reserved.

Section VII: Agency Contacts

Reserved.

Section VIII: Other Information

Reserved.

All questions or inquiries regarding this Funding Opportunity Announcement shall be directed to the agency contact(s) noted in Section IV.