SCOPE OF WORK
FOR
MANAGEMENT, SPECIES, HAWAIIAN PETREL (YGFZOS177778)
AT
KOKEE AIR FORCE STATION, KAUAI
USAF 611TH CIVIL ENGINEER SQUADRON
COOPERATIR ECOSYSTEM STUDIES UNIT (CESU)
CESU-17-13

INTRODUCTION

In accordance with FAR 7.503(e), projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

In accordance with FAR 37.104, this CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW/PWS must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to NFE implementation.

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

PERIOD OF PERFORMANCE: 18 months administrative 12 months technical

GOVERNMENT POCS:

1. USACE Omaha District POC: Mr. David Leptien PM, (402) 995-2742, david.b.leptien@usace.army.mil
2. USACE Omaha District POC: Ms. Kali Evans, GOTR, (402) 995-2295, kali.l.evans@usace.army.mil
3. USACE Omaha District POC: Ms. Stephanie Rostermundt, Grants Officer, (402) 995-2083, stephanie.a.rostermundt@usace.army.mil

1.0 PROJECT DESCRIPTION AND OBJECTIVES

The 611th Civil Engineer Squadron (CES) is the real property owner of an Air Force Station on the island Kauai. The 611th CES is also responsible for the terms and conditions called out in the 29 July 2011 U.S. Fish and Wildlife Service (USFWS) Formal Section 7 Consultation for the Continuing Operation of the Kokee Air Force Station (AFS) on Kauai. This project will support the 611th CES and its tenants at Kokee AFS complete requirements depicted within Biological Opinions issued by the USFWS, specifically avian monitoring and predator control.

2.0 PROJECT TASKS AND REQUIREMENTS

The tasks, expected requirements, deliverables and associated support documents for these tasks are discussed below. The Non Federal Entity (NFE) will obtain all permits and approvals (if any) necessary to obtain site access. All deliverables related to this agreement will be referred to as a specific deliverable number; Section 4.0 outlines all project deliverables. The following are scope of work requirements:

Preferred Requirements:

- Both the mid and senior biologist assigned to this scope of work must have at least 2 years of previous experience with the genus *Puffinus* and the family Procellariidae.

- The field technicians that will be collecting Installation information must be already located on the island of Kauai (this scope of work does not support billeting, meals and or per diem).

- The field technicians assigned predator control duties, must have at least 2 years of experience controlling feral cats using traps or other approved methods.

2.1 Task 1: Draft Work Plan

A Draft Work Plan (**Deliverable 1a**) shall be created by the NFE displaying how and when the work will be completed over the course of the period of performance. Within the work plan, the NFE shall populate a Project Planning Chart (PPC) which details the project schedule. Dates of site visits to the installation to perform surveys and implementation of invasive species control efforts shall be narrowed to down to specific calendar dates. The use of Gantt charts to depict project schedule is appropriate for the workplan. Deliverable submission dates shall also be depicted within the draft work plan. A list of employees, inclusive of their educational certificates and licenses shall also be portrayed in the work plan. Scientific support and rationale for the methods of choice for surveying birds and implementing invasive species control tasks shall be depicted in the work plan. An emphasis in the work plan shall be placed on locations of targeted predator control off the installation. A map of targeted areas of invasive species control shall be included, such that the reader has an understanding as to where the control tasks will be implemented by the NFE. Trap visitation frequency shall be identified within the workplan and methods depicted in the work plan shall ensure animals do not remain in traps for extended periods of time. An equipment list which the NFE intends to purchase using funds associated with this project, shall be depicted within the Draft Work Plan, in addition to the cost of each item. A Draft Work Plan shall be submitted to the government within 14 calendar days of date of task order award. The government shall be afforded a 14 calendar day review period and shall provide the NFE with comments to utilize for finalization of the document.

2.2 Task 2: Final Work Plan

The NFE shall utilize the government comments to make final edits and changes to the work plan. A response to each government comment shall be documented by the NFE within a response to comment matrix, which shall be submitted alongside the Final Work Plan (**Deliverable 1b**). The NFE shall populate a comment matrix which shall depict the NFE's written response to each government comment. The populated comment matrix in addition to a Final Work Plan addressing each comment, shall be submitted no later than 48 calendar days after award for 611th CES approval.

2.3 Task 3: Kokee AFS Installation Avian Surveys

In 2011 the Section 7 Consultation with the USFWS was completed and resulted in the issuance of a Biological Opinion from the USFWS that outlined the potential impacts to threatened and endangered seabirds of Hawaii from continuous daily and nightly operations at the Installation (also referred to as the "proposed actions"). The Biological Opinion included a list of terms, conditions and reasonable and prudent conservation measures to minimize impacts of incidental take on the listed seabirds at Kokee AFS, in addition to an incidental take statement for specific protected species. One of the preventative measures in the Biological Opinion called for the continued monitoring of seabirds to understand the level of impact caused by the installation. In 2017, the 611 CES aims to construct a walking path light system, which shall replace the perimeter lighting system during the adult and fledging attendance periods. It is not known how birds will react to the newly installed walking path lights. The implementation of this task during the time periods of 1 April – 30 December shall assist the 611th CES with its understanding of how the newly installed walking path lights do or do not attract rare seabirds and secondarily cause injury or harm to those attracted individuals. At minimum, three methods of seabird detection and surveillance shall be implemented from 1 April – 30 December in 2017 and may include but not be limited to the following methods: night vision, thermal, avian radar, wire vibration meters, ground cameras and/or installation walking surveys. The methods selected by the NFE to quantify seabird utilization in the air column above KAFS and or installation grounds shall be described thoroughly in a draft project summary report. The draft project summary report shall also depict the results of the monitoring during the 1 April – 30 December 2017 timeframe. In those instances when a bird is detected to have struck an installation structure of manmade origin, the draft summary project report shall detail possible causation for such seabird observation and each instance shall be mapped out to identify the location of discovery. Observations of birds striking buildings or birds discovered on site which may display evidence of injury due to strike should be segregated within the draft project summary report from observations of birds which fly over, but do not land or strike installation infrastructure. The total amount of time expended surveying for birds shall be quantified within the draft and final project summary reports. The NFE is responsible for taking all downed birds to the Save our Shearwaters designated drop point on the island of Kauai and additionally and shall equip itself with the proper equipment to transport birds. The NFE shall be required to procure materials associated with transporting such discovered birds to the Save Our Shearwaters program designated drop off sites.

2.4 Task 4: Kokee AFS Installation Predator Control

The NFE shall implement feral cat trapping on Kokee AFS property in an effort to maintain a feral cat population level of zero within the property boundary. Trap placement, bait type, and trapping

intensity shall be based on the size of the installation and the fact that in 2016, only two feral cats were observed by University of Hawaii biologists using the installation. Feral cat trapping shall take place intermittently from 1 April to 30 December 2017 within the installation boundary. This task shall require the NFE to maintain a trap log which tracks the number of trap nights, bait type, successful captures, unsuccessful captures, bait condition, and trap location. A summary of the trap log data shall be included in the draft and final project summary report. All trap locations shall be mapped and the NFE shall utilize a Global Positioning System (GPS) to record a position for each trap. Photographs of each trapped cat shall be included in the draft and final report. The GPS records along with a map of all trap locations, shall be submitted within the draft and final project summary report. WGS 84 shall be used as the datum by the NFE when collecting information using handheld GPS.

2.5 Task 5: Off Site Predator Control

Kauai possesses multiple seabird colony sites where threatened and endangered seabirds utilize earthen burrows, crevices, or hollows to nest, specifically the Hawaiian Petrel and Newell's Shearwater. These locations are prone to predatory impacts and cat control on or near colony sites. The act of predator control is viewed by the biological community and conservation biologists as beneficial to improving seabird colony size and population resilience. The NFE shall implement cat control actions on or adjacent to known colonies on the island of Kauai in order to improve seabird survival. This task shall require the NFE to maintain a trap log which tracks the number of trap nights, bait type, successful captures, unsuccessful captures, bait condition, and trap location. A summary of the trap log data shall be included in the draft and final project summary report. All trap locations shall be mapped and the NFE shall utilize a Global Positioning System (GPS) to record a position for each trap. The GPS records along with a map of all trap locations, shall be submitted within the draft and final project summary report. Photographs of each trapped cat shall be included in the draft and final report. The NFE is responsible for obtaining written permission or permit for land access and trapping actions on those parcels which are not managed by the 611th CES.

2.6 Task 6: Draft Project Summary Report

Results from the execution of Tasks 3-5 shall be summarized within a draft project summary report (**Deliverable 2a**). Avian information shall be segregated from invasive species trapping results within the report. A summary of avian observations and cats trapped shall be included, in addition to the net level of effort expended. The net effort expended to complete the tasks shall be quantified in hours and this net effort shall be included in the report. Hours shall be separated out amongst task 3, 4, and 5. Detailed descriptions of the methodologies used to complete tasks 3-5 shall be included in the draft project summary report. The NFE shall use a document format required by the Journal of Wildlife Management. **Reference A** shall assist the NFE with understanding the required format and presentation of project results. At minimum the draft report shall include the following headings: Abstract, Introduction, Study Area, Methods, Results, Discussion, Management Implications, Acknowledgments, and Literature Cited. The NFE shall identify the 611th Civil Engineer Squadron as the responsible party for funding the project within the Acknowledgments section. The draft project summary report shall be submitted to the government no later than 15 January 2018. The NFE shall grant the government 14 calendar days to review the draft summary Report.

2.7 Task 7: Final Project Summary Report

The government shall expend 14 calendar days reviewing the draft project summary report and issue comments to the NFE to address upon closure of the 14 calendar review period. The NFE shall create a response to each comment and create a response to comment matrix. The matrix or spreadsheet should depict each government comment as well as the NFE's response to each of those comments. After completing the responses, the NFE shall use the matrix to make appropriate changes to the draft project summary report in order to create a final product. The Final Project Summary Report and populated Response to comment matrix (**Deliverable 2b**) shall be submitted to the 611th CES no later than 20 February 2018.

3.0 Logistics

The NFE will work with the USAF 611 CES Natural Resources (NR) team on Joint Base Elmendorf-Richardson (JBER), AK and on Joint Base Pearl Harbor – Hickam (JBPHH), Oahu to execute this project. The 611 CES team member on JBPHH will serve as the Hawaii logistics point of contact, and the 611 CES Biological Scientist (Joel Helm) in Alaska will be the technical reviewer of deliverables. The field work associated with this scope of work is intended to be carried out by qualified staff on the island of Kauai; this scope of work is not intended to fund billeting, meals and per diem. The 611 CES Biologist will identify in advance the name and email of the security POC who will process the NFE's site visit requests. The NFE shall submit requested personnel information for those parties who will visit the installation. This information shall be submitted in email form to the Air Guard Security POC, which will be provided upon award of this cooperative agreement. Site visitation shall be requested in email at least three weeks in advance of date arrival.

4.0 Supplies and Materials

This agreement includes the purchase of supplies needed to conduct the field work and observations. The NFE is required to submit a list of equipment within the draft work plan for review and approval. Any equipment and supplies purchased under this agreement will be itemized and the 611th CES will have an opportunity at the end of the period of performance to retain the equipment and left over supplies (in accordance with 2 CFR 200).

The NFE is responsible for ALL transportation costs associated with the project, inclusive of equipment shipment, vehicle rental, and any other transportation costs required to fulfill this Scope of Work.

5.0 Project Communication

The NFE shall not publish results of the project tasks without obtaining email or written permission from the 611th CES. The 611th CES promotes academic publications which do not degrade the military mission and reserves the right to deny publication of information collected with funds generated from this project, if the 611th CES decides the draft publication degrades the military mission. The NFE shall not communicate the results of the project with any state or federal regulator or member of the media, but rather give the respect to the funding entity to provide such results to the regulatory entities and press in accordance with the Endangered Species Act and USAF public affairs process. In those instance when NFE staff associated with the project are contacted by the regulator or media, they shall direct such inquiries to the 11 Air Force Public Affairs office and forward the inquiry or contact to this public affairs office. Email contacts and

phone numbers for the 11 Air Force Public Affairs office shall be provided to the NFE after award.

6.0 Deliverables

Deliverable Number	Deliverable Title	Draft Submission	Final Submission	Submission Schedule
1a	Draft Work Plan	X		Within 14 calendar days of date of award
1b	Final Work Plan and Response to Comments Matrix		X	Within 48 calendar days of date of award
2a	Draft Project Summary Report	X		No later than 15 January 2018
2b	Final Project Summary Report and Response to Comments Matrix		X	No later than 20 February 2018

5.0 References

Reference A

Chamberlain, M.J. and C. Johnson. Journal of Wildlife Management Guidelines. 6 November 2007.