

APPENDIX A STATEMENT OF WORK

Natural and Cultural Resources Support at Pacific Installations BFMVOS698018 - Bellows and LXHY498518 - Kaena Pt, Oahu, Hawaii

June 12, 2018

Total Base Project Cost Ceiling: \$302,400

1.0 INTRODUCTION

1.1 Objectives

This Statement of Work (SOW) includes technical assistance supporting installation, regional, and enterprise-wide programs and initiatives focusing predominantly on natural and cultural resources but also encompassing multi-media environmental requirements as required by federal, state, and local environmental regulations, Air Force Instructions, and policy. Two locations are included in this proposal and labor, program management, and administrative costs associated with each are expected on responses.

The objective of this scope of work is assist Joint Base Pearl Harbor Hickam (JBPHH) with the optimal management of training lands, protect and enhance biological diversity and ecological health on all JBPHH lands, and to ensure compliance with all environmental laws and regulations. An Agreement Order for this work will be issued through a cooperative agreement (CA) with the U.S. Army Corps of Engineers, Alaska District (USACE).

Projects for execution under this 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 cooperator services or work products. 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. **Cooperators shall clearly display primary employer information at all times.** Cooperator personnel are not government employees, and as such any work area will be clearly identified as a Cooperator workspace, and email accounts and signature blocks should clearly identify Cooperator personnel.

1.2 Background

The Sikes Act (16 USC 670a-670o, 74 Stat. 1052) of 1960 requires that each Department of Defense (DoD) installation create and maintain their own Integrated Natural Resources Management Plan (INRMP), the principal tool for managing military installation natural resources. The INRMP defines natural resources management goals and objectives that are consistent with the military mission, and ensures no net loss in the capability of installation lands to support the military mission.

This CA is supported through the following legal drivers: Legal Drivers: AFI 32-7064, *Integrated Natural Resources Management*; DoD Instruction 4715.03, *Natural Resources Conservation Program* (February 14, 2011); Magnuson-Stevens Fishery Conservation and Management Act, as amended by the Sustainable Fisheries Act of 1996 (Public Law 104-267); 2 CFR 200 Grants and Cooperative Agreements; Sikes Act (PL 105-85, as amended through 2004 including PL 108-136; Title 16 USC 670 *et seq.*); AFI 32-7064 and AFI 13-212; DoDI 4700.4; USFWS Biological Opinion

2.0 MAJOR REQUIREMENTS

Specifically, the Cooperator shall provide the following at each location designated:

2.1 Task 1: Bellows Air Force Station Environmental Resources Technical Support for the period of performance estimated 1 August 2018 through 1 August 2019 (Estimated Task Ceiling \$151,200)

- The awardee will be provided workspace at Bellows AFS to complete this requirement and will be expected to report to this location on a regular basis.
- Provide technical assistance supporting installation, regional, and enterprise-wide natural and cultural resource programs and water quality initiatives focusing on, but not limited to, Sikes Act, 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.
- Provide conservation and environmental technical expertise to review, analyze, and validate concept designs, scopes of work, reports, and other documents related to wetlands restoration and enhancement, natural resource conservation and restoration, cultural resources surveys, and other media as they pertain to conservation goals and requirements. Oversee the efficient design, control and termination of invasive wetland species strategies with particular focus on the following: Ironwood (*Casurina equisetifolia*) red mangrove (*Rhizophora mangle*) and Milo (*Thespesia populnea*). Design and oversee the termination of invasive pigs (*Sus Scrofa*), mongoose (*Herpestus javanicus*) and rats (*Rattus rattus*) (*Rattus norvegicus*) (*Rattus exulans*). Perform or review data collection, statistical analysis, enforcement action critical analysis, and validation; develop data trend analyses and technical solutions; troubleshoot systems and permit compliance where applicable; and provide recommendations for annual updates to INRMP, Integrated Natural Resources Management Plans (ICRMP), Bellows Wetland Management Plan and other media plans as they pertain to conservation goals and requirements. Using standard Microsoft TM applications develop and input analysis data into electronic spreadsheets and/or databases. Assume approximately fifteen document reviews and approximately four technical memorandums during this agreement order.
- In accordance with AFI 32-7064, conduct an annual review of the INRMP in coordination with internal stakeholders and local representatives of the US Fish & Wildlife Service (USFWS), state fish and wildlife agency, and National Oceanic and Atmospheric Administration (NOAA) Fisheries where applicable. Document the findings of the annual review in an Annual INRMP Review Summary that contains information required per AFI 32-7064, Section 3.5. The Review Summary shall be submitted for signature by the Bellows AFS Installation Commander and subsequently provided to Tripartite collaborating agencies via official correspondence with request for return correspondence with concurrence. All necessary preparation and coordination will be conducted to ensure the Bellows AFS INRMP remains compliant with the Sikes Act, including obtaining Tripartite signatures not less often than every five years. Maintain the Bellows ICRMP in compliance with AFI 32-7065.

- As part of Air Force (AF) sustainability planning, perform business case analyses and recommend cost-effective solutions to environmental conservation compliance challenges. Develop plans to include, but not limited to, identification of strategic investment opportunities, preparation of project or funding bundling concepts, and execution of approved strategic concepts of operations. Assume approximately two business case analysis reports in this agreement order.
- Provide additional conservation and environmental technical expertise in collaboration with Subject Matter Experts (SMEs) and Subject Matter Specialists (SMSs), engineers, scientists, and other personnel at Federal agencies, higher headquarters (HQ USAF, MAJCOMs, and FOAs), installation organizations, other military services, and private organizations to develop, evaluate, resolve, and implement solutions to AF natural and cultural resource and environmental program management challenges. Develop and present briefing packages and reports informing SMEs and AFCEC or industry leaders of program challenges and resolutions.
- Provide technical expertise and quarterly updates for environmental conservation support throughout the duration of the agreement order.

2.1.1 Reports, Deliverables, and Schedule

The awardee shall submit quarterly progress reports summarizing activities as follows:

- List of plans, reports, and briefings prepared or reviewed
- List of meetings attended including purpose/objective and attendees
- List of major action item support and taskers accomplished
- Status of project progress, problems identified, solutions implemented, and schedule adjustments if appropriate
- Number of days, locations, and activities in travel status (if applicable)
- Any critical communications not reported in other sections

Deliverables formats and quantities are flexible and subject to change during this agreement order in accordance with the AF's needs. Approximate types and numbers of deliverables to be submitted to the USACE Point of Contact (POC) (electronic only) and USAF POC (electronic and/or hard copy as requested for each item) may include:

- (15) Technical Report Reviews
- (4) Technical Memorandums
- (2) Business Case Scenario Analysis, Strategy, and Recommendations
- (4) Technical Reports
- (5) Briefing Packages
- (2) Installation Management Plan Updates
- Twice-monthly meetings
- Quarterly Updates to AF Tech POC

Submittal schedule for deliverables will be determined at the kick-off meeting and on a regularly updated basis.

**2.2 Task 2: Kaena Point Satellite Tracking Station Natural and Cultural Resources
Technical Support for the period of performance estimated 1 August 2018 through 1
August 2019 (Estimated Task Ceiling \$151,200)**

- **Secret Clearance** is required to allow Cooperator unescorted access to Kaena Point Satellite Tracking Station (KPSTS) restricted/controlled areas and classified materials. In accordance with DoD 5220.22-M, the cooperator shall initiate personnel security clearance for employees requiring access to classified information. On-site Cooperator(s) should have an active clearance prior to reporting for duty. Interim clearances for newly hired personnel shall be processed as expeditiously as possible; however this will be on a case-by-case basis. Such clearance must be obtained through the Defense Investigative Services; DD Form 254 is included in the process.
- The awardee will be provided workspace at KPSTS to complete this requirement and will be expected to report to this location on a regular basis.
- Plan, coordinate, and manage all aspects pertaining to cultural and natural resources programs through application of professional knowledge and skill in the practices, processes, and techniques of one or more of the following disciplines: Biological Scientist; Environmental Scientist; or Physical Scientist. Assignments pertain to (1) problems encountered in achieving compliance with Federal, state, and local conservation and environmental regulations (i.e. cultural and natural resources); (2) coordination of actions required for funding, design, construction, and operation of equipment or facilities to correct deficiencies, and/or preparation of guidelines or instructions as required and to ensure compliance with conservation and environmental regulations, in particular the Sikes Act, ESA, and NHPA; (3) studies to evaluate potential pollution sources that may impact conservation efforts, initiation of corrective measures required to prevent or counteract pollution potential, and preparation of contingency plans; (4) all aspects of the cultural and natural resource program support functions, including reporting, planning, programming, budgeting and execution, auditing and analysis, education and training, data management, and policy and guidance. These tasks also include providing technical support to planning, design, coordination, and oversight of construction activities, environmental issues, projects, and coordinating with Federal and State regulators.
- In accordance with AFI 32-7064, conduct an annual review of the INRMP in coordination with internal stakeholders and local representatives of the USFWS, state fish and wildlife agency, and NOAA Fisheries where applicable. Document the findings of the annual review in an Annual INRMP Review Summary that contains information required per AFI 32-7064, Section 3.5. The Review Summary shall be submitted for signature by the KPSTS Installation Commander and subsequently provided to Tripartite collaborating agencies via official correspondence with request for return correspondence with concurrence. Preparation and coordination will be conducted for the objective of keeping the KPSTS INRMP compliant with the Sikes Act.
- Maintain the KPSTS ICRMP in compliance with AFI 32-7065.
- Communicate and coordinate assigned cultural and natural resource program issues with superiors, team members, leadership and higher headquarters, regulatory agencies, other

installation units, community and other officials, and/or interest groups; develop and present briefing packages and a variety of related reports.

- Provide technical support on conservation and environmental program management functions and operations such as Conservation, Cultural and Natural Resource/National Historic Preservation Act (NHPA), and other applicable Federal, State and local laws and regulations, to include Department of Air Force and Department of Defense Policies and Guidance. Support all Federal, State and USAF regulatory inspections for all permits, variances and notifications. Provide response and data to support approximately 25 AF environmental metrics, data calls, and database management tasks.
- Review and prepare written recommendations as a comment/response procedure on approximately 50 draft documents.
- Assist with planning, programing and budgeting for all environmental programs utilizing the Government provided Automated Civil Engineering System (ACES) software as well as other appropriate software, documentation, or methodologies of approximately 20 projects. Assist in the definition of requirements and the development and integration of execution strategies, cost estimates, and other components of acquisition packages in support of installation mission for approximately 10 projects.
- Provide technical expertise and quarterly updates for environmental compliance support throughout the duration of the agreement order.

2.2.1 Reports, Deliverables, and Schedule

The Grantee shall submit quarterly progress reports summarizing activities as follows:

- List of plans, reports, and briefings prepared or reviewed
- List of meetings attended including purpose/objective and attendees
- List of major action item support and taskers accomplished
- Status of project progress, problems identified, solutions implemented, and schedule adjustments if appropriate
- Number of days, locations, and activities in travel status (if applicable)
- Any critical communications not reported in other sections

Deliverables formats and quantities are flexible and subject to change during this agreement order in accordance with the AF's needs. Approximate types and numbers of deliverables to be submitted to the USACE POC (electronic only) and USAF POC (electronic and/or hard copy as requested for each item) may include: (match to Task 2 above):

- (25) Environmental metrics/data calls/ database management tasks
- (50) Technical Report Review & Recommendations
- (10) Acquisition Packages
- (20) Plan, Program, and Budget Projects
- Briefing Packages
- Quarterly Updates to AF Tech POC

Submittal schedule for deliverables will be determined at the kick-off meeting and on an as-needed basis.

3.0 OPTIONAL TASKS

- 3.1 Task 3: Bellows Air Force Station Environmental Resources Technical Support**
Option Year 2 for the period of performance estimated 1 August 2019 through 1 August 2020 (Estimated Task Ceiling \$151,200 SUBJECT TO AVAILABILITY OF FUNDS)
- Same Scope as Task 1 that may be awarded with future year funds.
- 3.2 Task 4: Bellows Air Force Station Environmental Resources Technical Support**
Option Year 3 for the period of performance estimated 1 August 2020 through 1 August 2021 (Estimated Task Ceiling \$151,200 SUBJECT TO AVAILABILITY OF FUNDS)
- Same Scope as Task 1 that may be awarded with future year funds.
- 3.3 Task 5: Kaena Point Satellite Tracking Station Natural and Cultural Resources Technical Support** Option Year 2 for the period of performance estimated 1 August 2019 through 1 August 2020 (Estimated Task Ceiling \$151,200 SUBJECT TO AVAILABILITY OF FUNDS)
- Same Scope as Task 2 that may be awarded with future year funds.
- 3.4 Task 6: Kaena Point Satellite Tracking Station Natural and Cultural Resources Technical Support** Option Year 3 for the period of performance estimated 1 August 2020 through 1 August 2021 (Estimated Task Ceiling \$151,200 SUBJECT TO AVAILABILITY OF FUNDS)
- Same Scope as Task 2 that may be awarded with future year funds.

4.0 GENERAL REQUIREMENTS

The following requirements are common to all tasks listed above.

4.1 Qualification Requirements

4.1.1 Scientists or technicians supporting the tasks above have successfully completed a degree in physical science, engineering, or mathematics that included 24 semester hours in science, technology, and/or related engineering science.

OR

Combination of Education and Experience with education equivalent to one of the majors above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

4.1.2 Specialized experience may include planning and executing complex physical science studies, which usually involved intensive investigations into recognized phenomena. This work typically involved conventional methods and techniques though it required going beyond clear precedents, and required adapting methods to the problems at hand and interpreting findings in terms of their scientific significance. At this level, physical scientists have the ability to independently perform scientific work of considerable difficulty. The level of expertise can be compared to federal General Schedule (GS)-12 Qualification Standards for both tasks above.

4.2 Cooperator Employee Government Access Requirements

4.2.1 All cooperators shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures. The cooperator shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshall Office, Director of Emergency services or Security Office. Cooperator workforce must comply with all personal security verification requirements as directed by DOD and or local policy. Should there be Force Protection Condition (FPCON) at any individual facility or installation change, the government may require changes in cooperator security matters or processes.

4.2.2 The cooperator will ensure that its employees entering installations or facilities have obtained access badges and passes in accordance with facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of services.

4.2.3 The cooperator will return all issued US Government Common Access Cards (CAC), installation badges, and/or access passes to the Government Representative when the contract is completed or when a cooperator employee no longer requires access to the installation or facility.

4.2.4 All cooperator employees, to include sub-cooperator employees, requiring access to military installations, facilities and controlled areas may be required to complete antiterrorism, iWatch training, protecting operations security (OPSEC), other information assurance/information technology training, and register in a training certification tracking system. There may be Air Force-specific security clearances and certifications, which shall be identified by USAF as necessary.

4.2.5 The cooperator will coordinate for resources to inform employees of the criticality of protecting sensitive information or activities they may observe while working on the installation. Do not publically disseminate, or publish photographs (photographs are not authorized to be taken unless prior written approval with installation security is given) displaying critical or sensitive information. Examples include but are not limited to observed exercise or training events, personnel/vehicle convoys or bivouac sites, observed weapons or equipment employment, destroyed or damaged equipment, and the protective measures of military facilities. Do not publically reference, disseminate, or publish critical or sensitive information that has already been compromised as this provides further unnecessary exposure of the compromised information and may serve to validate earlier reported information from other sources.

5.0 GOVERNMENT FURNISHED MATERIAL/OTHER INFORMATION

USAF POC will coordinate office space, work space with desk, administrative and field supplies, local and long distance telephone service, computer, and network access (where available). Cooperator may utilize GSA or military vehicles if available and necessary for transport to field locations. Cooperator is expected to live on Oahu, and is expected to report to regular duty (Bellows, KPSTS) in their own vehicle.

6.0 PERIOD OF PERFORMANCE

The period of performance for this task order is for twelve (12) months from date of award, estimated ending 1 August 2019, unless future optional tasks are awarded extending the POP through a modification of the Agreement Schedule.

7.0 POINTS OF CONTACT

Contracting questions should be addressed to Olen Northern. The POC for USACE Project Management is Mr. Robert Brock. Correspondence should be addressed as follows:

Olen Northern
U.S. Army Corps of Engineers
Contracting Division
ATTN: CEPOA-CT
P.O. Box 6898
JBER, AK 99506-0898
Phone: (907) 753-2525
Email: Olen.R.Northern@usace.army.mil

Charis A. Cooper
U.S. Army Corps of Engineers
Environmental and Special Programs Branch
ATTN: CEPOA-EC-EE
P.O. Box 6898
JBER, AK 99506-0898
Phone: 907-753-5692
Email: charis.a.cooper@usace.army.mil

The POC for Bellows is Mr. Mark Ingoglia, the Environmental and Real Property Branch Chief for the Pacific Division. Correspondence should be addressed as follows:

Mark Ingoglia
Air Force Civil Engineer Center
Pacific Division
Environmental and Real Property Branch
25 E St, Suite C-200
JBPHH, HI 96853
Phone: (808) 449-4049
Email: j.ingoglia@us.af.mil

The POC for Kaena Point is Mr. Lance Hayashi, the Civil Engineering Chief for Detachment 3, 21st Space Operations Squadron. Correspondence should be addressed as follows:

Lance Hayashi
Chief of Civil Engineering
Detachment 3, 21st Space Operations Squadron
Kaena Point Satellite Tracking Station
Phone: (808) 697-4312
Email: lance.hayashi@us.af.mil

Proposal Submission Evaluation Criteria and Basis of Award
Natural and Cultural Resources Support at Pacific Installations
BFMVOS698018 - Bellows and LXHY498518 - Kaena Pt, Oahu, Hawaii

The Government will evaluate technical proposals in accordance with the criteria described herein and award a Cooperative Agreement task order to the responsible grantee whose proposal is determined to represent the best overall value to the Government. Proposals will not be ranked. The Government will not award a Cooperative Agreement to a grantee whose proposal 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 proposal 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 proposal, to perform the requirements stated in the grant. The adjectival ratings shall be assigned, using the following criteria, which incorporate a proposal risk assessment:

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

PROPOSAL AND EVALUATION CRITERIA

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

Factor 1 Experience

The Cooperator shall demonstrate prior project experience relevant to the attached SOW, completed within 5 years of the RFP, 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 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.
3. Experience on overseeing the design, control and termination of invasive wetland species.
4. 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 AF database.
5. The field director or supervisor shall meet the *Secretary of the Interior's Historic Preservation Professional Qualifications Standards* [36 CFR § 61, Appendix A; 62 FR 33708]

The Cooperator 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:

- 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 resources professional with the minimum qualifications as defined in 36 CFR § 61, Appendix A as a graduate degree in archaeology, anthropology, or closely related field plus: (1) at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; (2) at least four months of supervised field and analytic experience in general North American archaeology; and (3) demonstrated ability to carry research to completion.
- Cooperator 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. A Secret Clearance is required to allow Cooperator unescorted access to Kaena Point Satellite Tracking Station (KPSTS) restricted/controlled areas and classified materials. Key personnel must be able to provide credentials that meet the needs for the Federal computer network access and take applicable training. The Cooperator shall employ no foreign nationals without prior approval of the Government.

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

- A discussion of the technical approach to accomplish the performance work statement 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 are 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 Cooperator 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-cooperators.

The evaluation standard has been met when the Cooperator demonstrates an understanding of the work that adequately addresses the task order requirements. The inclusion of numerous assumptions that significantly “assume away” Cooperator 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 is 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 FAR 15.402 and OMB cost principles. If more than one proposal are rated as having equal non-cost factors, the lowest cost tender of the proposals received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.