

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-23-2-0002 No. CFDA No: 12.005 Program Authority 10 U.S.C. 2684a
Issue Date: 3 February 2023	Application Due Date: 3 March 2023
Overview: Recycling Program Field Support U.S. Army Garrison - Pohakuloa The Directorate of Public Works (DPW), Environmental Team requires on-site program management support to coordinate and manage environmental programs on U.S. Army Garrison Pōhakuloa (USAG-P) installations, in accordance with AR 200-1, and all State and Federal Environmental laws and regulations which effect operations of the installations. The successful management of the USAG-P environmental programs is critical to the installation's regulatory compliance stance as well as the safety of installation's employees and the protection of its cultural and natural resources. See full Funding Opportunity Description in Section I.	
Estimated Total Funding: \$149,343.00	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
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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

SCOPE OF WORK RECYCLING PROGRAM FIELD SUPPORT U.S. ARMY GARRISON-POHAKULOA

Total Project Cost Ceiling: \$149,343

1.0 GENERAL:

Tasks for execution under this Cooperative Agreement (CA), by the United States Army Corps of Engineers (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 Recipient 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.

1.1 Introduction: The Directorate of Public Works (DPW), Environmental Team requires on-site program management support to coordinate and manage environmental programs on U.S. Army Garrison Pōhakuloa (USAG-P) installations, in accordance with AR 200-1, and all State and Federal Environmental laws and regulations which effect operations of the installations. The successful management of the USAG-P environmental programs is critical to the installation's regulatory compliance stance as well as the safety of installation's employees and the protection of its cultural and natural resources.

1.2 Background: The Army manages lands, in states and territories, in accordance with all federal environmental laws and regulations. The USAG-P Environmental Team requires technical assistance for environmental programs to ensure that Army, federal, and state environmental regulations are met, while minimizing the impact of Army activities on natural resources. Specific expertise in recycling and solid waste management is required to assure environmental compliance with the Resource Conservation and Recovery Act and Executive Order (EO) 14057 including collecting and providing data and reports as required by applicable local, state, and federal laws, regulations, and executive orders.

1.3 Security: Personnel must have the appropriate level of security and must maintain the level of security clearance necessary to access the Installation and Installation information technology (IT) systems. Personnel must comply with applicable installation, facility, and local security policies and procedures.

1.4 Physical Security: All government equipment, computers, information, and property provided for use shall be safeguarded. At the close of each work period, government facilities, equipment, and materials shall be secured.

2.0 OBJECTIVES:

The overall objective shall be to provide technical support to develop and implement measures

to increase the amount of nonhazardous solid waste diverted from the waste stream in order to conserve resources and reduce the amount of waste needing to be disposed of at local municipal landfills. Executive Order (EO) 14057 sets forth goals for solid waste diversion from landfills for Federal agencies. The Recipient shall assist in assessing the current status of USAG-P solid waste diversion rates and evaluating and implementing measures for increasing the recycling capabilities of Garrison directorates, military units, residents, and supporting tenant organizations. The Recipient shall provide USAG-P, DPW Environmental Team technical support to include performing field surveys of facilities to evaluate and implement recycling measures, participating in public outreach and educational efforts, and consolidating and preparing report submittals as required by permits and applicable state and federal laws, regulations, and executive orders pertaining to recycling and solid waste management.

The USAG-P participates in the USAG-Hawaii Qualified Recycling Program (QRP) to incentivize recycling to help achieve diversion goals. The study will support the growth of the QRP through the evaluation of waste streams, assessment of recyclable material management and processing options, and investigating markets for recovered materials.

The following tasks shall be completed in order to accomplish this objective:

- The Recipient shall coordinate and conduct field surveys of USAG-P facilities, reviewing waste streams to determine appropriate recycling measures. The Recipient shall implement the measures and provide facility occupants practical guidance to implement effective recycling practices. Update and validate facility inventory to maintain a current listing of established recycling areas for the facilities. Work shall also include periodic surveillance of established recycling points to evaluate their effectiveness and determine areas for improvement.
- Provide support to review and implement the USAG-P Integrated Solid Waste Management Plan (ISWMP). Work shall include implementation of recommended recycling strategies and other program improvement tasks and participating in education and outreach activities. The Recipient shall update the ISWMP to include new goals and/or program initiatives as they are developed.
- Provide support to review the Pōhakuloa Army Recycle Center (PARC) operations to ensure recycling processes are conducted in compliance with federal, state and local requirements for the facility. Work shall include assisting with compliance and reporting issues that need to be addressed to avoid violations. The Recipient shall provide support to coordinate and attend inspections by the State of Hawaii Department of Health (DOH) when they occur.
- Provide support to collect recycling and solid waste disposal data for both the municipal solid waste stream and the construction and demolition debris waste stream and evaluate the data to determine the USAG-P solid waste diversion rate. Data shall be entered into the Army's SWARWeb System on a semi-annual and annual basis. The Recipient shall also prepare the annual solid waste diversion statistics for submittal to the QRP.
- The Recipient shall provide support to expand the QRP. Work shall include characterizing the installation's waste stream, assessing the material's recycling potential, and researching potential markets for the materials. Supporting tasks include identifying recycling equipment for purchase with QRP funds, taking into account the cost of the equipment and the anticipated return on investment. The Recipient shall also

assist with maintaining QRP records, to include the installation recycling policies, recycling standard operation procedures (SOP), business plan, QRP meeting minutes, costs and profits of the QRP, as well as the cost avoidance resulting from recycling/waste prevention. Provide support for internal and external audits of the QRP to ensure regulatory requirements are met.

- Currently, USAG-P has not met the Department of Defense solid waste diversion goal of 50% and needs to integrate education and outreach efforts to increase its diversion rate. The Recipient shall assist with programs to raise awareness and motivate personnel to recycle, including the development and implementation of incentive programs to increase participation and promote the QRP, writing articles for the USAG-P newspaper and creating posts for the garrison's social media sites.

3.0 REQUIREMENTS:

- Provide technical expertise in the areas of recycling and solid waste management to optimize performance and assist the Army in improving environmental regulatory compliance, thus reducing the Army impact to the natural environment and protect public health and safety.
- Provide technical field work supporting installation and regional initiatives focusing on improving recycling rates and reducing the rate of solid waste generation.
- Provide technical expertise to assist USAG-P with providing information on regulations, requirements, and proper notifications and reporting needed to keep all installations in compliance with applicable recycling and solid waste management laws, regulations, executive orders, and directives. This includes providing informational sessions/training on regulations as needed.
- Provide additional environmental compliance technical expertise in collaboration with Army Subject Matter Experts (SMEs) and Army Subject Matter Specialists (SMSs), engineers, scientists, and other personnel at Federal agencies, higher headquarters, installation organizations, other military services, and private organizations to develop, evaluate, resolve, and implement solutions to Army environmental program management challenges.
- To accomplish the aforementioned objectives, the Recipient shall be required to drive a government vehicle.

4.0 REPORTS, DELIVERABLES, and SCHEDULE:

4.1 Reports:

- Monthly progress reports shall include a description of activities, status of project progress, problems identified, solutions implemented, and schedule adjustments (if applicable) for the current month and anticipated work for the following month.
- Prepare annual Solid Waste Diversion Report in the format required by USAG-HI for submission to USAG-HI.
- Provide data for the semi-annual and annual SWARWeb reports.

- QRP SOP support.
- QRP Business Plan support.

4.2 Deliverables: Deliverables, formats, and quantities are flexible and subject to change throughout the execution of this Cooperative Agreement, in accordance with the Army's need. Deliverables shall be submitted to the USACE point(s) of contact (POC) (electronic only) and the Army POC (electronic and/or hard copy as requested for each item).

4.3 Schedule: A project schedule shall be submitted with the first monthly progress report.

4.4 Period of Performance: The period of performance is 12 months from the date of award with an additional four (4) 12-month option periods. Option periods shall be awarded subject to the availability of funding.

5.0 POINTS OF CONTACT:

5.1 USACE: The POC for USACE Project Management is Katie Russell. Questions pertaining to administration of the Cooperative Agreement shall be addressed to Michelle Mandel. Correspondence shall be addressed as follows:

Katie Russell, P.E.
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

5.2 USAG-P: The POC for USAG-P, Directorate of Public Works Environmental Team, is Christine Phelps. Routine correspondence shall be submitted via email when appropriate.

Christine Phelps
Environmental Team Lead
USAG Pohakuloa, DPW
POB 4607
Hilo, HI 96720
808-551-6148
Email: christine.d.phelps.civ@army.mil

Section II: Award Information

This Funding Opportunity Announcement is for a competed, potentially multiyear, Cooperative Agreement. The period of performance is 12 months from the date of award with an additional four (4) 12-month option periods. Option periods shall be awarded subject to the availability of funding. The total project cost ceiling for the base period is \$149,343.00.

Announcement Issue Date: 3 February 2023

Application Due Date: 3 March 2023

Estimated Award Date: On or About 15 March 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 3 March 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

RECYCLING PROGRAM FIELD SUPPORT U.S. ARMY GARRISON-POHAKULOA

February 2023

The Government shall 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 shall 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)

The Government shall 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 evaluation criteria. 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 contains one (1) or more deficiencies and is, therefore, unawardable.

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 Scope of Work (SOW), completed within the last five (5) years, and other qualifications and technical competence in all of the following areas:

- (1) Preparation of planning documents, project designs, and technical reports for studies, projects or plans for Department of Defense (DoD) installations in Hawaii in accordance with applicable guidance and regulations.
- (2) Technical expertise in the areas of recycling and solid waste management to optimize performance and assist the Army in improving environmental regulatory compliance.
- (3) Planning and managing time critical work.
- (4) The ability to establish effective working relationships with Army staff, other Federal and regulatory agencies, and private organizations to develop, evaluate, resolve, and implement solutions to Army environmental program management challenges.

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 50% 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:

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 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 proposed 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 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 (1) offer are 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.