

BAA ANNOUNCEMENT NO. N40080-20-2-0004

BROAD AGENCY ANNOUNCEMENT (BAA)

NAVAL FACILITIES ENGINEERING COMMAND WASHINGTON

PROPOSED STRATEGY FOR A COOPERATIVE AGREEMENT

FOR

FY20 NAS PATUXENT RIVER SHORELINE BATHYMETRY AND REDESIGN AT

NAS PATUXENT RIVER

7/14/2020

This publication constitutes a Broad Agency Announcement as contemplated in the DoD Grants and Agreement Regulations (DODGARS) 22.315. Additional information regarding this announcement will not be issued.

The issuing office will not issue paper copies of this announcement. The Naval Facilities Engineering Command Washington reserves the right to select and fund for award one proposal in response to this announcement. No funding shall be provided for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. All proposals will be treated as sensitive information. Their contents will only be disclosed for the purposes of evaluation.

It is anticipated that award will take the form of a Cooperative Agreement. Therefore, all proposals submitted as a result of this announcement will fall under the purview of (a) the Federal statute authorizing this award, or any other Federal statutes directly affecting the performance of this Grant and (b) Department of Defense Grants and Agreements Regulations (DODGARS).

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SECTION I- - GENERAL INFORMATION/FUNDING OPPORTUNITY DESCRIPTION

Technical:

Naval Facilities Engineering Command, Washington
1314 Harwood Street, SE
Building 212, Washington Navy Yard
Washington, DC 20374-5018

Issuing Grants Office:

Naval Facilities Engineering Command, Washington
1314 Harwood Street, SE
Building 212, Washington Navy Yard
Washington, DC 20374-5018

1. Program Name

Natural Resources Management

2. Opportunity Title

FY20 NAS PATUXENT RIVER SHORELINE BATHYMETRY AND REDESIGN

3. BAA Number

N40080-20-2-0004

4. Response Date

Full proposals are due no later than **2:00PM EST on 24 AUGUST 2020.**

5. Opportunity Description

a. Background / Program Purpose and Plan

Severe erosion along the shoreline of Cedar Point at NAS Patuxent River has resulted in a loss of approximately 275 feet of shoreline since 1985. Stabilization efforts to the south of Cedar Point have halted erosion in that direction but have resulted in accelerated deterioration of the adjoining shoreline and point to the north. The original 2015 stabilization project was divided into three phases. Phase 1 would utilize 1,335 LF of breakwaters to stabilize the point of Cedar Point as well as 2,358 LF of revetment and sills extending southwestward along the eastern shoreline, up to the mouth of Goose Creek. Phase 2 consisted of approximately 5,173 LF of revetment that continued the eastern shoreline stabilization downwards from Goose Creek. The final section of stabilization, Phase 3, would continue the Phase 2 revetment for an additional 2,809 LF, ending at the Chesapeake Basin. Phase 2 has already been constructed. Since the implementation of the original design, the current stabilization measures have experienced elevation changes as well as underwater topography and stability. The scope of this project is to conduct surveys and bathymetry studies, re-evaluate existing site conditions for Phases 1 and 3,

redesign the existing plans in order to account for environmental changes over the past 5 years, and to ensure successful future implementation of the remaining phases.

The Scope of Work is provided as **Attachment A- FY20 NAS Patuxent River Shoreline Bathymetry and Redesign dated 11 JUNE 2020**. Previous drawings/design are provided as **Attachment B-Phase I Dwgs.pdf and Attachment C-Phases II and III Dwgs.pdf**.

6. Sources of Funding

Operations & Maintenance (O&M)

7. Budget: \$109,048.

8. Point of Contact

Questions shall be directed to the individual, as specified below, who will direct technical questions to the appropriate technical representative.

Contract Specialist

Olisha Costa
NAVFAC Washington
1314 Harwood Street, SE Bldg. 212
Washington Navy Yard, DC 20374
Telephone: (202) 685-1257
Email: olisha.costa@navy.mil

Technical Point of Contact (TPOC)

Mr. Adrian Dascalu
NAVFAC Washington
1314 Harwood Street, SE Bldg. 212
Washington Navy Yard, DC 20374
Telephone: (202) 433-2495
Email: adrian.dascalu@navy.mil

Station Point of Contact (SPOC)

Ms. Jacqueline Smith
NAS Patuxent River
Telephone: 301-757-0007
Email: jacqueline.c.smith@navy.mil

9. Instrument Type

It is anticipated that the aware resulting from this announcement will be a cooperative agreement.

10. Additional Information

This BAA is soliciting proposals for Fiscal Year 2020.

SITE VISIT

- (a) An organized site visit has been scheduled for:

Wednesday, 29 July 2020 at 10:00 AM EST

- (b) Participants will be meeting at:

Naval Air Station Patuxent River Visitors Center
NAS Security Pass Office (Gate 2 Office)
21866 Cedar Point
Building #2189
Naval Air Station Patuxent River, MD, 20646

Access/Security Requirements for Site Visit at NAS Patuxent River, MD:

Individuals planning to attend the site visit will need to complete the attached form (**Attachment D- SECNAV 5512 Security form**), The forms shall be sent electronically via the DOD SAFE (Secure Access File Exchange) website: <https://safe.apps.mil/>.

In order to submit the form through the DOD SAFE website, offerors must Request a Drop-Off. Please submit via email to Olisha Costa, olisha.costa@navy.mil the name, email address, and phone number of the individual(s) who needs access to DOD SAFE no later than **12PM EST on Friday, 17 July 2020** to Olisha Costa at olisha.costa@navy.mil.

Forms shall be sent via DOD SAFE no later than **12PM EST on Monday, 20 July 2020**.

*****Site visit Requirements***:**

- a. **Complete and submit Attachment D- SECNAV 5512 Security Form via DOD SAFE by 12PM EST on Monday, 20 July 2020. Please ensure all information on the form is filled out. Passport No. does not need to be filled in.**
- b. **Complete and Submit Attachment E- International Travel Questionnaire to Olisha Costa at olisha.costa@navy.mil by 12PM EST on Monday, 20 July 2020) Request one individual per prime contractor to attend the site visit.**
- c. **Effective immediately, all individuals on DOD property, installations, and facilities must wear cloth face coverings when they cannot maintain six feet of social distance in public areas or work centers. This requirement applies to everyone.**
- d. **All visitors must have (2) pieces of valid identification to enter (i.e. State ID/Driver's License).**

- e. Vehicles must have current registration and proof of insurance.
- f. All visitors must be U.S. citizens.

*****Site Visit Restrictions**:** Cameras are not allowed.

REQUESTS FOR INFORMATION (RFIs):

All inquiries must be submitted in writing and received by the Contract Specialist by **Friday, August 7, 2020 2:00 PM EST** in order to permit adequate time to reply to the inquiry. Questions submitted after this date will be answered at the Government's discretion. Submit all questions to olisha.costa@navy.mil.

Use of the RFI Log template is required. A blank RFI Log is provided as **Attachment F**. Individual replies will not be made to contractors. As answers become available, replies to RFIs will be provided via the RFI Log, which will be uploaded to the Grants.gov website. Numerous updated RFI logs may be provided throughout the procurement process.

SECTION II- AWARD INFORMATION

1. Anticipated Award Information

Fiscal Year 2020

2. Number of Awards

Approximately one (1).

3. Award Type

Cooperative Agreement.

4. Anticipated Period of Performance

The estimated period of performance is 18 months after award of the Cooperative Agreement (CA).

5. Range of Approval/Disapproval Time

Form proposals are reviewed and selected within six months from submission. Subsequent awards are usually made within three months from notification. This information is only an approximate estimate and does not obligate the US Government in any way. Estimated funding amounts may increase or decrease at any time based on current and future appropriations.

SECTION III- ELIGIBILITY INFORMATION

All responsible sources from academia, industry, and non-governmental organization may submit proposal under this BAA. This includes all non-profits, universities, state and local governments.

SECTION IV- APPLICATION AND SUBMISSION INFORMATION

1. Applications may be submitted by electronically through Grants.gov.
2. Content and Format of Application/Proposal

(a) Full Proposals:

Prospective offerors must complete the mandatory forms in accordance with the instructions provided on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (.PDF).

Full Proposal shall consist of two sections: (I) Technical Approach (II) Project Feasibility and (III) Past Performance. The details for each section are described below.

The due date for receipt of proposals is **2:00pm EST on 24 AUGUST 2020**. It is anticipated that final selection will be made on or before the end of Fiscal Year 2020. As soon as the final proposal evaluation process is completed, the respondent will be notified via e-mail of its selection or non-selection for award.

Respondents shall state that their full proposal is valid for 120 days from the submission deadline.

Respondents to this solicitation must provide one electronic copy of the application Full Proposal. All applications shall be submitted via Grants.gov (see instructions below) with a copy emailed to the Contract Specialist, Olisha Costa, olisha.costa@navy.mil.

Proposal submissions will be protected from unauthorized disclosure in accordance with application law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information. Proposals shall be submitted electronically within the following guidelines:

Full Proposal Format

- i. Paper size – 8.5 x 11 inch paper
- ii. Font size - – Times New Roman, not smaller than 12 point
- iii. Margins – 1 inch
- iv. Spacing – single or double-spaced
- v. Copies – one (1) electronic copy containing all of the required sections

vi. Number of pages – Sections I is limited to no more than 20 pages single sided. Section II has no page limit. The cover page and table of contents are excluded from the page limitations.

Full Proposal Content

i. Cover Page

1. BAA Number
2. Title of Proposal
3. Identify of Prime Respondent and complete list of subcontractors if applicable.
4. Technical Contact (name, address phone, fax and e-mail)
5. Administrative/Business Contact (name, address phone, fax and e-mail)

ii. Table of Contents

1. Section
2. Title
3. Page numbers

Signed Standard Form 424. Form can be found at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType-SF>.

SF424 form-Mandatory SF-424 Research and Related (R&R) Family Forms

The mandatory forms are found at <https://www.grants.gov/web/grants/forms.html>.

(1) SF-424, Application for Federal Assistance

Applicants must submit the appropriate [Standard Form-424, Application for Federal Assistance](#). All of the required application forms are available on the “Packages” tab of this Funding Opportunity on Grants.gov. The SF-424, Application for Federal Assistance, must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form.

(2) SF-424, Research & Related Budget

The offeror must use the Grants.gov forms (including the Standard Form (SF) Research and Related (R&R) Budget Form) from the application package template associated with the BAA on the Grants.gov web site located at <http://www.grants.gov/>. If options are proposed, the cost proposal must provide the pricing information for the option periods; failure to include the proposed costs for the option periods will result in the options not being included in the award.

A separate Adobe .pdf document should be included in the application that provides appropriate justification and/or supporting documentation for each element of cost proposed.

This document shall be attached under Section K. “Budget Justification” of the Research and Related Budget form. Click “Add Attachment” to attach.

(a) Part 1: The itemized budget should include the following. All costs should be rounded to the nearest dollar.

a. Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide escalation rates for out years.

b. Administrative and Clerical Labor – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.

c. Fringe Benefits and Indirect Costs (Facilities and Administration (F&A), Overhead, G&A, etc.) – The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a Government agency, provide a copy of the memorandum/agreement. If the rates have not been approved/negotiated, provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates.

Travel – The proposed travel cost must include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principles.

d. Subawards/Subcontracts – Provide a description of the work to be performed by the subrecipient/subcontractor. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s). A proposal and any supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations. ONR's preferred method of receiving subcontract information is for this information to be included with the Prime's proposal. However, a subcontractor's cost proposal can be provided in a sealed envelope with the recipient's cost proposal or via e-mail directly to the Program Officer at the same time the prime proposal is submitted. The e-mail should identify the proposal title, the prime Offeror and that the attached proposal is a subcontract.

e. Consultants – Provide a breakdown of the consultant's hours, the hourly rate proposed, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the

consultant's proposed statement of work if it is not already separately identified in the prime contractor's proposal.

f. Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

g. Recipient Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). Allowable items normally are limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, laptops, office equipment) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the research effort.

h. Other Direct Costs – Other Direct Costs – Provide an itemized list of all other proposed other direct costs such as Graduate Assistant tuition, laboratory fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

SECTION V: SUBMISSION REQUIREMENTS

1. Unique Entity Identifier and System for Award Management (SAM.gov) Registration

These requirements do not apply to any individual applying for funds as a private citizen or any entity with an exception approved by the Federal awarding agency under 2 CFR 25.110(d). All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and provide that number in the application; complete SAM.gov registration before submitting an application; and continue to maintain an active SAM.gov registration with current information at all times when the entity has an active Federal award or application under consideration. There is NO COST to register with Dun & Bradstreet or SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; please be aware you can register and request help for free.

a) Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. The official website address is <http://fedgov.dnb.com/webform>. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from

SAMHelp@dnb.com. The Grants.gov “Obtain a DUNS Number” webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

b) Register with SAM

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Registrations in SAM now includes the acceptance of Certifications and Assurances. Entities creating new registrations and existing entities completing their annual registration renewals will be required to review financial assistance representations and certification before their registration can be activated.

Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations and the supplemental at F.2.iv; therefore, as applicable, you are still required to submit any documentation, including the SF LLL Disclosure of Lobby Activities (if applicable), and disclosure of any unpaid delinquent tax liability or a felony conviction under any Federal law.

Submission Instructions

1. Register with Grants.gov

Applicants must first [register an account with Grants.gov](#) and complete all steps of the registration process before they can apply through Grants.gov. Grants.gov registration requires the entity to create an account, create an account profile, and establish authorized profile roles, including the applicant’s authorized representative. Registration can take three to five business days or longer, if you do not complete the required steps in a timely manner.

2. How to Submit an Application to NAVFAC Washington via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.

a. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or [INSERT AGENCY NAME] forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. (Foreign applicants should contact 1-606-545-

5035.) For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ONR with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

a. Online Submission.

All applications must be received by **2:00pm Eastern time on 24 AUGUST 2020**. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When NAVFAC Washington successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by NAVFAC Washington.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

4. Submission Dates and Times

Significant Dates and Times		
Event	Date	Time
Request for Information (Questions from potential applicants)	August 7, 2020 Submit via email to olisha.costa@navy.mil	2:00 PM ET

Full Applications Due	August 24, 2020	2:00 PM ET
Notification of Selection for Award**	September 24, 2020	
Start Date of Grant**	September 24, 2020	

**These dates are estimates in this announcement.

VI APPLICATION REVIEW INFORMATION

1. Recipient Qualifications

a. **Recipient Qualifications:** The Grants Officer is responsible for determining a recipient's qualification prior to award. In general, a Grants Officer will award a cooperative agreements only to qualified recipients that meet the standards at 32 CFR 22.415. To be qualified, a potential recipient must:

- (1) Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement;
- (2) Have a satisfactory record of executing such programs or activities (if a prior recipient of an award);
- (3) Have a satisfactory record of integrity and business ethics; and
- (4) Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations.

Applicants are requested to provide information with proposal submissions to assist the Grants Officer's evaluation of recipient qualification.

b. **FAPIIS:** In accordance with Office of Management and Budget (OMB) guidance in parts 180 and 200 of Title 2, CFR, it is DoD policy that DoD Components must report and use integrity and performance information in the Federal Awardee Performance and Integrity Information System (FAPIIS), or any successor system designated by OMB, concerning grants, cooperative agreements, and TIA's as follows:

If the total Federal share will be greater than the simplified acquisition threshold on and Federal award under a notice of funding opportunity (see 2 CFR 200.88 Simplified Acquisition Threshold):

- (1) The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

(2) An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

(3) The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205 Federal awarding agency review of risk posed by applicants

a. Review and Selection Process

All eligible applications will be reviewed and evaluated using the three criteria shown in the next section. Scores will be provided to the applicant if requested.

In order to comply with the new financial assistance regulations, 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," past performance information will be considered during the selection process.

b. Evaluation Criteria and Merit Review

All eligible applications will be evaluated and scored using the following three criteria. An application's score will be based upon the point scale (total of 100 points possible), shown in the left column of each item and the guidelines listed in the right column:

Criterion A. –TECHNICAL APPROACH (Weight 45%)	
45%	Provide a technical approach narrative that is a minimum of two (2), maximum of six (6) single-sided pages. Applicants will be evaluated on whether their proposed technical approach is feasible, achievable, complete, and supported by a technical team that has the expertise and experience to accomplish the proposed tasks. Narrative should include the following: • Project objectives and scope; • Technical approach for accomplishing each task described in the project and a project schedule • Key Personnel (including subcontractors and consultants)
Criterion B. –PROJECT FEASIBILITY (Weight 35%)	
35%	Applicant's proposal budget will be evaluated to determine if it is realistic and commensurate with the proposed project needs and timeframe. The itemized costs and the overall budget must be adequately justified and appropriately allocated. Sufficient detail must be provided to evaluate how costs were estimated.
Criterion C. –PAST PERFORMANCE (weight 20%)	

20%	The applicant is responsible for identifying recent and relevant work accomplished. Recent and relevant work are defined as projects that are similar in scope and price to the requirement, completed within the last five years. Submit a minimum of two (2), maximum of five (5) projects) and provide references so that the Government may obtain information regarding customer satisfaction. Limit the number of pages to ten (10) single-sided pages. Applicants may also address any adverse past performance issues under the identified projects. Explanations shall not exceed four (4) single-sided pages in total. The evaluation focuses on how well the applicant performed on recent and relevant projects identified. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS), inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the applicant.
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c. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary.

SECTION VII-AWARD ADMINISTRATION INFORMATION

1. Award Notices

The notice of award addressed to the successful applicant and signed by the Grants Officer (or equivalent) will be forwarded via electronic transmission. Original copies of the Agreement will be enclosed for the successful applicant's signature and return for the Grants Officer's counter signature.

2. Administrative and National Policy Requirements

The Terms and Conditions are included in this announcement (pages 18 to 27).

3. Reporting

Reports/submittal information including frequency and means of submission are contained in the Statement of Work, posted as a separate document.

SECTION VIII-AGENCY CONTACTS

Questions shall be directed to the individual, as specified below, who will direct technical questions to the appropriate technical representative.

Contract Specialist

Olisha Costa
NAVFAC Washington
1314 Harwood Street, SE Bldg. 212
Washington Navy Yard, DC 20374
Telephone: (202) 685-1257
Email: olisha.costa@navy.mil

Technical Point of Contact (TPOC)

Mr. Adrian Dascalu
NAVFAC Washington
1314 Harwood Street, SE Bldg. 212
Washington Navy Yard, DC 20374
Telephone: (202) 433-2495
Email: adrian.dascalu@navy.mil

Station Point of Contact (SPOC)

Ms. Jacqueline Smith
NAS Patuxent River
Telephone: 301-757-0007
Email: jacqueline.c.smith@navy.mil

SECTION IX-OTHER INFORMATION

TERMS AND CONDITIONS

(SEPT 2006 Rev 2)

5 June 2008

DoDGARs Part 22:

http://www.dtic.mil/whs/directives/corres/pd32106r_041398/part22.pdf

DoDGARs Part 33:

http://www.dtic.mil/whs/directives/corres/pdf/32106r_041398/part33.pdf

DoDGARs Part 32:

http://www.dtic.mil/whs/directives/corres/pdf/32106r_0413981part32.pdf

OMB Circulars:

<http://www.whitehouse.gov/omb/circulars/>

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* Refer to DoDGARS, Part 22, appendices A-C for applicable modifications and requirements.

1. Order of Precedence

This Cooperative Agreement is subject to the laws and regulations of the United States. Any inconsistency or conflict in the terms and conditions specified in this Cooperative Agreement shall be resolved according to the following order of precedence:

- (a) The Federal statute authorizing this award, or any other Federal statutes directly affecting performance of this Cooperative Agreement.
- (b) Department of Defense Grant and Assistance Regulations (DoDGARs) 32 CFR Part 32, Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.
- (c) These General Terms and Conditions.
- (d) Other terms and conditions contained within this Cooperative Agreement and any attached schedules.

2. Statutes and Regulations

This Cooperative Agreement is subject to the laws and regulations of the United States that apply to assistance instruments including Chapter 63 of U.S. Code Title 31. DoDGARs Part 32 is hereby incorporated into this Cooperative Agreement by reference. The following OMB circulars, as appropriate, are also incorporated by reference into this Cooperative Agreement:

- (a) A-21, "Cost Principles for Educational Institutions"
- (b) A-110, "Grants and Cooperative Agreements for Institutions of Higher Learning"
- (c) A-133, "Audits of State, Local Governments, and Non-Profit Organizations"

3. Cost Principles and Audit

DoDGARS Part 32, Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and the OMB Circulars below apply specifically to the Cooperator. The Cooperative Agreement shall be consistent with these authorities:

- (a) A-21, “Cost Principles for Educational Institutions”
- (b) A-133 “Audits of States, Local Governments, and Non-Profit Organizations”

Cooperator shall submit a copy of OMB Circular A-133 audit reports to the agency Inspector General (IG) and to DoD (IG).

4. Record Retention and Access Requirements

All financial and programmatic records, supporting documents, statistical records, and other records of cooperators or sub-cooperators which are:

- (a) Required to be maintained by the terms of this part. program regulations or the cooperative agreement, or
- (b) Otherwise reasonably considered as pertinent to program regulations or the cooperative agreement.

5. Modification of Cooperative Agreement

The only method by which this Cooperative Agreement can be modified is by a formal, written and signed modification. Administrative modification(s) to the Cooperative Agreement may be accomplished unilaterally by the signature of designated Cooperative Agreement Administrative Representative or Awarding Officer. Changes to the express clauses or terms of the Cooperative Agreement affecting price, quality, quantity or delivery of the Cooperator’s duties shall be the subject of a bilaterally executed modification. No other communications, whether oral or in writing, shall modify this Cooperative Agreement.

6. Prior Approvals and Changes

Any program changes to the approved project must comply with DoDGARS Subpart 32.25, Revision of Budget and Program Plans, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

7. Allowable Costs

Cooperative agreement funds may be applied only to those costs allowed under DoDGARS Subpart 32.27, Allowable Costs, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and, for Institutions of Higher Education only, OMB Circular A-21.

8. Unexpended Balance

In the absence of any specific notice to the contrary, cooperators are authorized to carry forward unexpended balances of funds received to subsequent funding periods.

9. Overpayment and Earned Interest

Overpayment. Within ninety (90) days after the end date of the Cooperative Agreement, any overpayment of funds shall be remitted to the Administrative Grants Officer (AGO) at the Administrative Office on the Award/Modification document, by check made payable to the Naval Facilities Engineering Command. An overpayment represents the difference between allowable actual expenditures and total disbursements received by the Cooperator.

Advances and Earned Interest. Interest earned on any account holding funds advanced under this Cooperative Agreement shall be remitted at least quarterly to the Naval Facilities Engineering Command, by check made payable to the Treasury of the United States.

10. Future Funding

The Government's legal funding obligation is limited to the amount shown as the "Total Obligated on Award," section of the Cooperative Agreement document.

11. Subagreements

Cooperator shall comply with DoDGARS Subpart 32.5, Subawards, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

12. Officials Not to Benefit

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Cooperative Agreement, or to any benefit arising from it, in accordance with 41 U.S.C. 22.

13. Hatch Act

The cooperator, Research Faculty and Graduate Research Assistance within the Department of Environmental Science and Policy agree to comply with the Hatch Act (5 U.S.C. 1501-1508 and 7324 -7328), as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.

14. Lobbying

By signing and submitting this proposal, the cooperator is providing the certification at Appendix A to 32 CFR Part 28 regarding lobbying.

15. Environmental Standards

By accepting funds under this Cooperative Agreement, the cooperator assures that it will:

- (a) Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.), as implemented by Executive Order 11738 [3 CFR, 1971-1975 comp., p. 799] and Environmental Protection Agency (EPA) rules at Subpart J of 40 CFR Part 32.
- (b) Identify to the cooperator agency any impact that this agreement may have on:
 - (1) The quality of the human environment, and provide help the agency may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321, et seq.) and to prepare Environmental Impact Statements or other required environmental documentation. In such cases, the cooperator agrees to take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) until the agency provides written notification of compliance with the environmental impact analysis process.
 - (2) Coastal barriers, and provide help the agency may need to comply with the Coastal Barriers Resource Act (16 U.S.C. 3501, et seq.), concerning preservation of barrier resources.
 - (3) Any existing or proposed component of the National Wild and Scenic Rivers system, and provide help the agency may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271, et seq.).

16. Nondiscrimination

By accepting funds under this Cooperative Agreement, the cooperator assures that it will comply with applicable provisions of the following national policies prohibiting discrimination:

- (a) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), as implemented by DoD regulations at 32 CFR Part 195
- (b) On the basis of race, color, religion, sex, or national origin, in Executive Order 11246 [3 CFR, 1964-1965 Comp., p.339], as implemented by Department of Labor regulations at 41 CFR part 60.

- (c) On the basis of sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.).
- (d) On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.) as implemented by Department of Health and Human Services regulations at 45 CFR Part 90.
- (e) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR Part 41 and DoD regulations at 32 CFR Part 56.

17. Cargo Preference

The cooperator agrees that it will comply with the Cargo Preference Act of 1954 (46 U.S.C. 1241), as implemented by Department of Transportation regulations at 46 CFR 381.7, which require that at least 50 percent of equipment, materials or commodities procured or otherwise obtained with U.S. Government funds under this cooperative agreement, and which may be transported by ocean vessel, shall be transported on privately owned U.S.-flag commercial vessels, if available.

18. Preference for U. S. Flag Air Carriers

Travel supported by U.S. Government funds under this cooperative agreement shall use U.S.-flag air carriers (air carriers holding certificates under 49 U.S.C. 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision BI38942.

19. Profit or Fee

In accordance with 32 CFR 22.205(b), no fee or profit may be charged to this cooperative agreement.

20. Claims, Disputes, and Appeals

(a) Cooperator Claims.

Per 32 CFR 22.815, any claims arising out of this agreement must be:

- (1) Submitted in writing to the Grants Officer;
- (2) Specify the nature and basis for the relief requested, and;

(3) Include all data and relevant facts in support of the claim.

(b) DOD Component Claims.

Claims by a DOD Component shall be the subject of a written decision by the Grants Officer.

(c) Alternative Dispute Resolution (ADR).

The Parties shall use ADR to the maximum extent practicable, and comply with 32 CFR 22.815 ADR policies and procedures. It is hereby noted, however, that this particular Cooperator, has expressed that its business policy is not to enter into arbitration as the selected ADR method.

(d) Grants Officer Decisions.

(1) Within 60 calendar days after receipt of a written claim, the Grants Officer shall:

(a) Prepare a written decision, which shall include: the reasons for the decision; the relevant facts on which the decision is based; and the identity and mailing address of the cognizant Appeal Authority, and; shall be included in the award file, or

(b) Notify the Cooperator of a date when the written decision will be rendered. The notice shall address why additional time is needed.

(2) The Grants Officer's decision is final, unless appealed. In the event of an appeal, the Parties shall endeavor to use ADR procedures to the maximum extent practicable.

(e) Formal Administrative Appeals.

All formal administrative appeals shall comply with the applicable provisions of 32 CFR 22.815(e), Claims, disputes, and appeals.

(1) Appeal Authority. The Assistant Commander for Acquisition is the Appeal Authority to decide formal, administrative appeals under this Grant.

(f) Non-exclusivity of remedies.

Nothing in this section is intended to limit a cooperator's right to any remedy under the law.

21. Controlled Unclassified Information

The parties understand that information and materials provided pursuant to or resulting from this cooperative agreement may be export controlled, sensitive, for official use only, or otherwise protected by law, executive order or regulation. The cooperator is responsible for compliance with all applicable laws and regulations. Nothing in this cooperative agreement shall be construed to permit any disclosure in violation of those restrictions.

22. Debarment and Suspension

Cooperators shall comply with the requirements of DoDGARs Part 25, Subpart C, “Government-Wide Suspension and Debarment (Nonprocurement)”, 32 CFR Part 25, Subpart C. The cooperator shall also include a similar term or condition in any lower-tier covered transactions, as required by DoDGARs Part 25, Subpart B, 32 CFR Part 25 (2004).

23. Drug Free Workplace

By accepting funds under this Cooperative Agreement, the cooperator agrees to comply with the “Government -Wide Drug-Free Workplace (Grants)” requirements specified by DoDGARS Part 26, Subpart B (or Subpart C, if the cooperator is an individual) of 32 CFR Part 26 (2004), which implements Secs. 5151-5160 of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.).

24. Standards for Financial Management Systems

By accepting funds under this cooperative agreement, the cooperator agrees to maintain a financial management system that complies with DoDGARS Subpart 32.21, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

25. Payment

Cooperator shall submit any request for payment in accordance with 32 CFR 32.22, Payment, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Payment will be made in accordance with 32 CFR 32.22 for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

For any advance payment the cooperator must maintain or demonstrate the willingness to maintain the conditions set forth at 33 CFR 33.21 (c). Cooperator is authorized to be paid in advance under the conditions set forth at 33CFR 32.22(b)-(d), for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

Reimbursement is the preferred method when the requirements in 32 CFR 33.22(d) cannot be met. The Cooperator is authorized reimbursements under the conditions set forth at 22 CFR. 33.32.22(e)-(j) for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

The Government shall pay the Cooperator the price as provided in this agreement. The Government shall make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the Agreements Officer, on estimates of work accomplished which meets the standard of quality established under the agreement, as approved by the Agreements Officer.

The Cooperator's request for progress payments shall include the following substantiation:

- (a) An itemization of the amounts requested, related to the various elements of work required by the agreement covered by the payment requested.
- (b) Additional supporting data in a form and detail required by the Agreements Officer.

26. Procurement

Cooperator's system for acquiring goods and services under this Cooperative Agreement shall comply with 32 CFR 32.40-32.48, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

27. Property

Title shall vest in, and cooperator shall manage, property under this cooperative agreement in accordance with 32 CFR 32.2, and 32.30-32.37, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

28. Reports

Cooperator shall maintain and submit reports in accordance with 32 CFR 32.50-32.53, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

29. Termination and Enforcement

This award is subject to 32 CFR 32.61, Termination, and 32.62, Enforcement, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

30. After-Award Requirements

Closeouts, subsequent adjustments, continuing responsibilities, and collection of amounts due are subject to the requirements in CFR 32.71 -32.73, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

31. Cost Share or Match

Any cost share or cost match agreements shall comply with 32.23, for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

32. Resource Recovery and Conservation Act

Cooperator shall comply with the requirements contained in 32 CFR 32.49.

[End of Items]