

**REQUEST FOR STATEMENTS OF INTEREST  
PROJECT TO BE INITIATED IN 2014**

**Project Title: BOTANY MANAGEMENT PROGRAM AT NAVY AUXILIARY LANDING FIELD (NALF) SAN CLEMENTE ISLAND (SCI), CALIFORNIA**

Responses to this Request for Statements of Interest (RSOI) will be used to identify potential cooperators for a project to be funded by the Department of the Navy (DoN) to support the botany management program on Navy Auxiliary Landing Field (NALF) San Clemente Island (SCI), California.

Type of Assistance Instrument Anticipated: Cooperative Agreement

Authority: Sikes Act 16 USC §670c-1(a).

Eligible Applicants: Any potential cooperator who qualifies under the DoDGARS Part 32, 33, and 34 is eligible to apply.

Cost Sharing: Not required

**I. BACKGROUND:**

This new requirement addresses several efforts that will seek to support of the Botany Management Program at Navy Auxiliary Landing Field (NALF) San Clemente Island (SCI), California. San Clemente Island (SCI) harbors large numbers of endemic organisms. Many are listed as endangered or threatened by the United States Fish and Wildlife Service. The U.S. Navy, in accordance with the Endangered Species Act and the Federal Noxious Weed Act, has an on-going program to preserve the unique ecosystem of San Clemente Island.

The purpose of this Agreement includes three components. One component is the restoration and enhancement of habitat beneficial for the growth of *Poa thomasi*. *Poa thomasi*, an annual grass species known only from three of the Channel Islands, had not been recorded since being collected on San Clemente Island in 1903 and was presumed extinct. One stated objective in the draft SCI Integrated Natural Resources Management Plan (INRMP) is for the Navy to manage the species in such a way as to keep it from being listed. A second component is to conduct pollinator surveys of listed plants on SCI. Six federally listed plant species occur on SCI. No studies have yet been undertaken to determine pollination mechanisms for these species. The third component is the control and eradication of invasive, non-native weeds. This will ensure the continued existence of sensitive plant and animal species at San Clemente Island by removing or controlling exotic species that compete with native vegetation.

**II. FUNDING OPPORTUNITY DESCRIPTION:**

See the attached complete Statement of Work (SOW) for this proposed Agreement.

The period of performance for this Cooperative Agreement is expected to be 12 months from date of award (anticipated to be awarded approximately April 2014). The period of work performance is subject to the Anti-Deficiency Act (31 U.S.C. § 1341).

The maximum funding for the project is \$196,344.62.

Reimbursement of pre-award costs will not be allowed.

### III. PERMITS:

Since the work will be conducted on a federally listed endangered species, an appropriate Endangered Species Act (ESA) section 10(a)(1)(A) permit will be required to collect seed and vegetative material from federally listed plants on SCI.

### IV. EVALUATION FACTORS:

#### **Factor 1 - Credentials of Key Personnel**

Utilizing the "Research and Related Senior/Key Personnel (Expanded)" form detailed in Section V below, the Applicant shall provide type written resumes, not to exceed 15 pages, single sided, single spaced with 12pt font for the Principal Investigator, Project Manager, and all Field Technicians proposed for this project.

Principle Investigator (PI). This individual shall have, at a minimum:

- Masters of Science in botany, plant ecology, zoology, biology, ecology, wildlife management or a related field experience from an accredited college or university, including advanced statistical courses.
- Three (3) years of full-time experience leading research on plant life cycles, ecology, limiting factors, and population dynamics including: designing research studies, conducting statistical analyses to test results, and summarizing ecological literature in scientific journal articles or project reports. Products from this work should demonstrate the implication of results to science, and indicated the prioritization of action recommendations.
- Knowledge of SCI plant species, including endemic species, other native plants, and non-native species. Experience identifying plants using floras and herbarium specimens, as well as field recognition skills for all sensitive species. Ability to prepare and maintain herbarium specimens. Knowledge of the phenology and reproductive strategies of SCI species.
- Expertise sufficient to obtain permit under ESA. Botanical background and expertise sufficient to enable the Cooperator to meet rigorous standards of the U.S. Fish and Wildlife Service and obtain a 10(a)(1)(A) permit to collect seed and vegetative material from federally listed plants on SCI.
- Expertise in Channel Islands ecology. Knowledge of the different plant communities on SCI. Ability to identify all federally listed species (including wildlife) on SCI. Familiarity with the habitats of all SCI listed species. Experience implementing soil erosion control projects in southern California.
- Ability to work independently. Capability of working on projects in a remote setting without direct on-site supervision or assistance.
- Knowledge of erosion control techniques. The Cooperator must have academic expertise in soils science and erosion control (including biological and structural methods) within sensitive habitats, plant ecology, and plant community restoration.

Project Manager (PM). This person shall have, at minimum:

- Bachelor of Science in botany, plant ecology, zoology, biology, ecology, wildlife management or a related field experience from an accredited college or university.
- Two (2) years of experience monitoring, restoring habitat and controlling erosion in coastal sage scrub and maritime succulent scrub communities. Experience must be from coastal areas with similar vegetation communities in southern California. Experience should include propagating and out-planting of container stock, and monitoring and maintenance of restoration sites to meet targeted success criteria.

- Six (6) months of experience mapping plant communities in southern California and producing maps using ArcGIS and/or Arc/Info GIS software. If this experience is to be provided by another member of the team provide name and resume.
- Knowledge of SCI plant species, including endemic species, other native plants, and non-native species. Experience identifying plants using floras and herbarium specimens, as well as field recognition skills for all sensitive species. Ability to prepare and maintain herbarium specimens. Knowledge of the phenology and reproductive strategies of SCI species.
- Expertise sufficient to obtain permit under ESA. Botanical background and expertise sufficient to enable the Cooperator to meet rigorous standards of the U.S. Fish and Wildlife Service and obtain a 10(a)(1)(A) permit to collect seed and vegetative material from federally listed plants on SCI.
- Expertise in Channel Islands ecology. Knowledge of the different plant communities on SCI. Ability to identify all federally listed species (including wildlife) on SCI. Familiarity with the habitats of all SCI listed species. Experience implementing soil erosion control projects in southern California.
- Ability to work independently. Capability of working on projects in a remote setting without direct on-site supervision or assistance.
- Knowledge of erosion control techniques. The Cooperator must have academic expertise in soils science and erosion control (including biological and structural methods) within sensitive habitats, plant ecology, and plant community restoration.

Field Technician(s) (FT). These individual(s) shall have, at a minimum:

- Bachelor of Science in botany, plant ecology, zoology, biology, ecology, wildlife management or a related field experience from an accredited college or university.
- One (1) year of local experience in identifying, monitoring, and restoring California island or coastal plant communities.
- Knowledge of SCI plant species, including endemic species, other native plants, and non-native species. Experience identifying plants using floras and herbarium specimens, as well as field recognition skills for all sensitive species. Ability to prepare and maintain herbarium specimens. Knowledge of the phenology and reproductive strategies of SCI species.
- Expertise sufficient to obtain permit under ESA. Botanical background and expertise sufficient to enable the Cooperator to meet rigorous standards of the U.S. Fish and Wildlife Service and obtain a 10(a)(1)(A) permit to collect seed and vegetative material from federally listed plants on SCI.
- Expertise in Channel Islands ecology. Knowledge of the different plant communities on SCI. Ability to identify all federally listed species (including wildlife) on SCI. Familiarity with the habitats of all SCI listed species. Experience implementing soil erosion control projects in southern California.
- Ability to work independently. Capability of working on projects in a remote setting without direct on-site supervision or assistance.
- Knowledge of erosion control techniques. The Cooperator must have academic expertise in soils science and erosion control (including biological and structural methods) within sensitive habitats, plant ecology, and plant community restoration.

## **Factor 2 – Scientific Approach**

Utilizing the “Research and Related Senior/Key Personnel (Expanded)” form detailed in Section V below, the Applicant shall provide a scientific approach not to exceed 4 pages, single spaced, single sided with 12pt font.

The Offeror shall develop an approach addressing; restoration of *Poa thomasi* habitat, conducting pollinator surveys of listed plants, and management of exotic plants on SCI. The Offeror shall be evaluated as to the soundness of the overall scientific approach to accomplish the objectives of the proposed project. The use of innovative techniques to accomplish the research goals is encouraged.

## **Factor 3 – Reasonableness of Cost**

Utilizing the “Research and Related Budget” form detailed in Section V below, the applicant shall the proposed cost to accomplish the SOW.

After technical evaluation of the proposal, the Offers shall be analyzed to determine whether they are materially/mathematically balanced with respect to prices or separately priced items, and for fair and reasonable pricing. A clear cost breakdown of work elements to be accomplished detailing quantities for the various work items, unit, unit prices and extended prices will be required and will be evaluated. Evaluation will include an analysis to determine the Offeror’s comprehension of the requirements of the proposed agreement as well as to assess the validity of the Offeror’s approach.

## **Relative Importance of Evaluation Factors**

Factor 1, Credentials of the Key Personnel, Factor 2, Scientific Approach and Factor 3, Reasonableness of Cost are approximately equal.

## **V. FORMS**

Responses to the RSOI must include the following forms:

### **Form: SF 424 (R&R)**

Complete this form first to populate data in other forms. Complete all the required fields in accordance with the pop-up instructions on the form. The list of certifications and assurances referenced in Field 18 can be found on the certification package for grants document entitled, “Certifications for Grants and Agreements”, which is posted with the announcement. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

### **Form: RESEARCH & RELATED SENIOR/KEY PERSONNEL (EXPANDED)**

Complete all the required fields in accordance with the pop-up instructions on the form.

Biographical Sketch: Attach resume(s) of key personnel. The Applicant shall provide type written resumes, not to exceed 15 pages, single sided, single spaced with 12pt font for the principal investigator, project manager, and all field technicians proposed for this project. Resumes must state qualifications, experience with this type of project, professional registration and certificates.

Attach Current & Pending Support(s): The Applicant shall provide a brief summary not to exceed four (4) pages, single spaced, single sided with 12pt font that includes the planned methodology and approach to accomplish the requirements pertaining to botany management support at SCI. The Applicant shall be evaluated as to the soundness of the overall approach and the use of any innovative techniques to accomplish the objectives of the stated approach.

**Form: RESEARCH AND RELATED BUDGET**

Complete the Research and Related Budget form in accordance with the instructions on the form. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work. Options (if applicable) must be separately priced. The form will generate a cumulative budget for the total project period. You must complete all the mandatory information on the form before the NEXT PERIOD button is activated. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

The budget should be driven by program requirements. Elements of the budget shall include:

- Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.
- Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate). Justify in Field K.
- Travel - Number of trips, destination, duration, etc. Justify in Field K (on the form).
- Subcontract - A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. If applicable, include in Research & Related Subaward Budget Attachment Form.
- Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating university. Provide budget justification in Field K.
- Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
- Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the cooperator/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.

Budget Justification (Field K on the form): Provide the required supporting information for the cost elements as shown above (see Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request.

### **SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES**

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

## **VI. TERMS AND CONDITIONS**

See Enclosed Terms and Conditions pertaining to this proposed Agreement.

## **VII. SUBMISSION REQUIREMENTS**

Timeline for Review of Statements of Interest:

**Statements of Interest shall be submitted by Thursday, April 24, 2014 1400 PST.**

This Request for Statements of Interest will remain open until a cooperator is selected.

Content and Form of Application Submission

Applicants may choose to submit applications in hard copy or electronically. Regardless of the means used to deliver the application, the applicant shall complete the mandatory and applicable forms.

**Please send electronic responses and questions to:**

Ms. Pamela Sons, Contract Specialist Environmental Acquisition Core  
[pamela.sons@navy.mil](mailto:pamela.sons@navy.mil)

\*Note, it is the applicant's responsibility to ensure the email has been received.

**Hard Copy delivery information:**

Naval Facilities Engineering Command Southwest,  
Attn: Pamela Sons, Contract Specialist  
Acquisition Core Contracts  
1220 Pacific Highway  
San Diego, Ca. 92132

Registration Requirements

There are several one-time actions an organization must complete in order to be eligible to receive a cooperative agreement (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the System for Award Management (SAM), and register with the credential provider). Applicants, who are not registered with [www.SAM.gov](http://www.SAM.gov), should

allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

### **VIII. REVIEW AND SELECTION PROCESS**

Every deviation from the scope of work requirement must be identified. The applicant must identify the paragraph in the scope of work that is applicable and provide sufficient information to justify why the deviation is in the best interest of the Government.

All requirements listed are minimum requirements. Information provided must be recent (within last seven (7) years) and relevant. Offerors will be assessed on their ability to adhere to the listed requirements, completeness of responses, follow directions, comply with restrictions and provide quality control on their submittals. All page limits refer to 12 point font and single spaced one-sided pages.

### **IX. AWARD ADMINISTRATION INFORMATION**

#### 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.

#### Administrative and National Policy Requirements

The Terms and Conditions are posted as a separate document.

#### Reporting

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

### **X. AGENCY CONTACT**

All questions relating to this announcement shall be referred to:

Pamela Sons, Contract Specialist  
Naval Facilities Engineering Command Southwest,  
Environmental Acquisition Core Contracts  
1220 Pacific Highway  
San Diego, CA. 92132

Email: [Pamela.sons@navy.mil](mailto:Pamela.sons@navy.mil)

Phone Office: 619-532-2821

### **XI. OTHER INFORMATION**

The cost of preparing applications and/or proposals in response to this announcement is not considered an allowable direct charge to any award made under this funding opportunity. The Government is not obligated to make any award as a result of this announcement. Only the Grant Officer can bind the Government to the expenditure of funds.