

REQUEST FOR STATEMENTS OF INTEREST
CONTRACT: N62470-14-2-9009

Project Title: MCB Camp Pendleton
Terrestrial Invertebrate Baseline Biodiversity Inventory

Responses to this Request for Statements of Interest will be used to identify potential CESU partners for a project to be funded by the Marine Corps which provides the implementation of Terrestrial Invertebrate Baseline Biodiversity Inventory at MCB Camp Pendleton, CA.

Background:

The purpose of this project is to implement a baseline terrestrial invertebrate inventory within several vegetation communities (dune, estuary, coastal sage scrub, riparian woodland, perennial grassland and chaparral) at Marine Corps Base Camp Pendleton.

Federal regulations require sound natural resource stewardship and management in support of the mission. MCB Camp Pendleton's mission can be directly affected by the natural resources of the base. MCB Camp Pendleton is an oasis of natural resources in the overly populated and developed southern California. Therefore, MCB Camp Pendleton has many rare and protected flora and fauna species and various habitats. Baseline data and data trends over time are keystone information to proper stewardship and management of the flora and fauna and various habitats of the base. Without knowledge of the type, number and location of the natural resources, proper stewardship and management of these resources is not possible.

All of the proposed work will be performed on MCB Camp Pendleton property.

Brief Description of Anticipated Work:

- The production of a work plan that describes a comprehensive and clear methodology for inventorying terrestrial invertebrates will be developed. It will detail inventory methods, specimen collection, data management, proposed # and dates of visits, and methods for choosing vegetation communities and locations.
- A detailed Data Dictionary will be developed to maintain long term data through a GIS geodatabase. Work with the Base to assure the data dictionary has to follow the Federal Geographic Data Committee (FGDC) standards. This is due prior to data collection.
- A baseline survey of terrestrial invertebrates will be conducted based on four intensive sampling periods and at least an additional six opportunistic survey days based on weather conditions and phenology of target vegetation communities. All material collected will be prepared and labeled up to the standards of professionally curated museum material. Material will be deposited in a regional entomology collection.
- Draft and Final report and electronic spreadsheet of results. Results of these surveys and populated geodatabase will be submitted within 60 days of the end of the field collection.

The report will include problems encountered, unusual findings, list of species found per vegetation community, a determination if this project was a thorough baseline before moving into an terrestrial invertebrate phenology monitoring project 2015-2020. Geographic Information System (GIS) geodatabase will be submitted with the locations of survey localities, species scientific name, vegetation community, etc. The GIS files will be compatible with ArcGIS 9.3.1. The species, family and Order will be recorded on a spreadsheet with a UTM coordinate, and vegetation community and date of find, temperature, relative humidity, and other climatic information streaming the base's Remote Automated weather stations.

Period of Performance:

The period of performance for this Cooperative Agreement (base) is expected to be for 12 months from the date of award with four option years. Any requirement for the payment or obligation of funds, under the terms of this Cooperative Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Cooperative Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.

SECURITY REQUIREMENTS

Cooperator and sub-cooperator employees must comply with installation rules and regulations. The Cooperator is responsible for ensuring that each of its sub-cooperator fully complies with the following provisions, and shall flow down to subcontracts a clause to satisfy this contractual obligation.

The Cooperator is responsible for providing information required to obtain clearances, permits, passes, or security badges that are required for Cooperator personnel or equipment access. This includes information required for police or background checks or investigations.

The Cooperator is responsible for ensuring such clearances, permits, passes, or security badges are promptly returned to the issuing activity upon termination of an employee, completion of a project, or termination of a contract or subcontract.

All Cooperator personnel performing work under this contract who require access to military installations shall obtain personal entry and vehicle passes from the Provost Marshall's Office (PMO) of each base. (For Camp Pendleton, this process currently includes the requirement that employees under a contract of one year or longer obtain a Business Pass or RAPIDGate™ access, which require completion of an application used to conduct background checks.)

The Commanding Officer of each base has broad authority to remove or exclude any person from the military installation to protect personnel and property, to maintain good order and discipline, and to ensure the successful and uninterrupted performance of the Marine Corps mission. In the exercise of this authority, the Commanding Officer may refuse to grant personal entry passes or may bar Cooperator employees, including employees who have been granted a personal entry pass. Refusal to grant an employee a personal entry pass or barment of an employee does not relieve the Cooperator of the responsibility to continue performance under this contract.

The Cooperator's employees shall observe and comply with all base rules and regulations applicable to contract personnel, including those applicable to the safe operation of vehicles, and shall not be present in locations not required for the proper performance of this contract.

Cooperator personnel performing work under this contract shall be readily identifiable as an employee of the Cooperator through the use of uniforms with nametags. The contracting officer may approve alternate methods of ensuring Cooperator personnel are readily identifiable.

Cooperator personnel and equipment entering a military installation are subject to security checks. Cooperator personnel shall follow any direction given by Military Police or other security or safety personnel.

The Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603 (8 U.S.C. 1324a) requires employers verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. By signing this proposal/contract or by beginning work under this contract, the Offeror/Cooperator certifies it has and will comply with IRCA, to include that it has verified the identity and employment eligibility of any individual employed who is or may be employed by the offeror and works under this contract.

Application for Vendor/Cooperator Business Passes: The procedures below are the requirements for Camp Pendleton. Other installations will have similar requirements for obtaining business passes.

- A. The Cooperator will obtain a letter of support from the customer that their contract ultimately supports. The letter of support will identify the Company Name, Contract Number, period of performance of the Contract, location of performance, the Drivers license and expiration date of each of the Cooperator's employees, and the point of contact information for the customer that signed the request. The Cooperator's personnel will take the letter of support to request either a business pass or RAPIDGate™ access to Support Services Police Administrative Services Branch (Bldg. 1523) for processing.
- B. Business Passes issued by Support Services Division's Police Admin Services Branch to vendors or Cooperators are effective from the date of issuance, for a period of 60 days or the end of the contract whichever date occurs first. Personnel denied a business pass might appeal in writing to the Commanding Officer, Marine Corps Base, Camp Pendleton (Attn: CMD Inspector). Denial or revocation of a business pass may be made if the applicant:
 - i. Is listed on the National Terrorist Watch List.
 - ii. Is not a U.S. Citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status, or Social Security Number (SSN) cannot be verified.
 - iii. Is subject to an outstanding criminal warrant.
 - iv. Whose business pass application contains false or fraudulent information.
 - v. Has obtained a felony conviction within the last 10 years.
 - vi. Has obtained a total of three criminal misdemeanor convictions within the last 10 years.
 - vii. Who is a registered sex offender regardless of the date of the criminal offense.
 - viii. Has obtained a criminal misdemeanor or felony conviction for the following types of criminal offenses:
 1. Offenses of a sexual nature;
 2. Offenses of violence;
 3. Offenses related to gang related activity, supremacist, or extremist behavior; i.e., hate crimes;

4. Crimes resulting from the possession, use, manufacturer, introduction, or distribution of any illegal drug listed in the Comprehensive Drug Abuse Prevention & Control Act of 1970, Schedules I through IV;
- ix. Offenses in which weapon instrumentality (e.g., firearm, knife, or other bladed instrument, club, brass knuckles) was used either as a means of violence, or threat of violence
- x. Whose military active duty was terminated by the receipt of a dishonorable discharge or bad conduct discharge.
- xi. Has been issued a debarment order and is currently banned from any military installation.
- xii. Who has exhibited characteristics, traits, or other indications that cause concern for the safety or welfare of personnel and/or residents aboard the base; or that causes concern for the physical security of the base.

C. Camp Pendleton has implemented a Cooperator-managed security service, RAPIDGate™. RAPIDGate™ is consistent with and complementary to Homeland Security Presidential Directive 12 (HSPD-12) and the Federal Information Processing Standard 201 (FIPS 201). Participation in RAPIDGate™ is optional, but Cooperator personnel who are not enrolled in RAPIDGate™ will be limited to gates which can safely accommodate traffic backups. Those gates are San Luis Rey, Las Pulgas, and San Onofre. All gates will be open to RAPIDGate™ registered Cooperator personnel. Under the RAPIDGate™ program, Cooperator personnel are vetted through a series of national and local record checks to determine whether they meet Camp Pendleton's criteria for access. The determination of whether to authorize a pass (badge) is made by the Government. The badges have Radio Frequency Identification (RFID) capability, and will be scanned upon entry onto the installation. Cooperator personnel departure from the installation will be recorded by passive RFID receivers. Contactor personnel who have been screened and are determined to be eligible for access will be required to self register at kiosks located at the Main Gate, San Onofre Gate, as well as two additional kiosks located in Bldg. 1523 (PMO).

Cooperators who choose not to participate in the RAPIDGate™ program will be required to obtain a 30-day business pass from PMO. These personnel will be required to access Camp Pendleton at the following gates: San Luis Rey, Las Pulgas and San Onofre. Cooperator personnel who are issued a Common Access Card (CAC) as a requirement for their positions (specifically access to the Navy Marine Corps Intranet), do not need to participate in RAPIDGate™.

D. Application for Common Access Card (CAC): For personnel that require access to any government computers, the following procedures are required:

- i. The Cooperator will be required to provide proof that a National Agency Check (NAC) or National Agency Check with Inquiries (NACI) has been submitted to the Office of Personnel Management (OPM) for each employee that has a requirement for a CAC Card. During the period between the time that the request is submitted and the time that the investigation is returned, the Government may grant temporary access to the Cooperator's employee. Whether to grant temporary access is within the sole discretion of the Government, and a decision not to grant access shall not be grounds for a request for an equitable adjustment or other contract modification, and shall not constitute an excuse for Cooperator failure to perform. Such temporary access will not exceed 90 days.

- ii. Upon the return of the Investigation Schedule Notice and Certificate of Investigation from OPM, the Cooperator shall provide a copy to the security manager that has overall responsibility for the customer supported by the Cooperator's employees.
- iii. "Report of Agency Adjudication Action" (form 79A) is sent when there are potential actionable issue (s) at the minor, moderate, or substantial level which may be disqualifying under suitability/security considerations. If the Cooperator receives an Agency Adjudication Action from OPM, the security manager shall be consulted before such adjudicative action is determined and returned to OPM.
- iv. The Government will use the Adjudicative Guidelines (CNO ltr 5520 Ser 09N2/6U871220 of Sept 06) to guide determinations on whether access shall be granted.
- v. The Cooperator shall be notified in writing if there is a disqualifying event that prevents the Cooperator's employee from obtaining a CAC. If temporary access was granted it shall be immediately revoked.
- vi. The information required to initiate a background investigation through OPM, as well as a listing of the forms that are required, is contained at the following website: <http://www.opm.gov/extra/investigate/IS-15.pdf>

Base access requirements and procedures may change during the term of a contract. The Cooperator shall comply with all changes, and such compliance shall not be grounds for a request for an equitable adjustment or other contract modification.

RANGE ACCESS

It is the Cooperator's responsibility to obtain security and entrance clearances for himself/herself and his/her personnel. The Cooperator must comply with all Base security rules, regulations, requirements, and day-to-day operational changes thereto. All vehicles providing services under this contract will be subject to 100% search. The Base Commanding General has broad authority to remove or exclude any person in fulfilling his responsibility to protect personnel and property, to maintain good order and discipline, and to ensure the successful and uninterrupted performance of the Marine Corps mission. In exercise of this authority, the Commanding General may bar Cooperator employees. Barring of an employee does not relieve the Cooperator of the responsibility to continue performance under this contract.

A. Vehicle Passes

In addition to obtaining a Business Pass or RAPIDGate™ access, Cooperators driving personally owned vehicles must carry an Environmental Security Vehicle Pass in order to conduct surveys aboard MCBCP. These passes are available through the BTR. All Cooperators must obtain a business pass or RapidGate pass from the PMO.

Range Scheduling and Radios

Contract personnel are required to coordinate access to training areas with the BTR at Environmental Security. The BTR must be contacted and informed of scheduled work well in advance (minimum of two [2] weeks advance required). After receiving the necessary clearance

for work in training areas, contract personnel are required to communicate with Range Control using two-way radios while in the field. There are a limited number of radios available for check-out from the BTR.

Range Safety Training

Additionally, all contracted and subcontracted personnel needing access to training areas shall attend the Non-Live Fire Range Safety Officer (RSO) briefing taught monthly. The course requires passing a written open-book test. The Cooperator will confirm the RSO course time and location by calling Range Scheduling at 760-725-3510 or 725-4277. This requirement shall be discussed and clarified at the kickoff meeting.

ADDITIONAL REQUIREMENTS

- A. Privacy Act: Work on this project does not require that Cooperator personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.
- B. Hours of Work: Cooperator personnel are expected to conform to client agency normal operating hours. The client currently utilizes "5-4-9" with coverage Monday through Thursday 7:00 a.m. - 4:30 p.m., and 7:00 a.m. - 3:30 p.m. on alternate Fridays. Actual hours of work shall be agreed upon at project start up. Work outside of normal work hours, if required, shall be discussed and agreed upon between the Cooperator and the Client Representative.
- C. The Cooperator shall be responsible for complying with all applicable Federal Acquisition Regulations (FAR) and the Defense Acquisition Regulations (DFAR). In accordance with (FAR 32-702) regarding the Government Policy on contract funding and 31 USC 1341 Anti-Deficiency Act: should the Cooperator work at risk without an official notification from the Government to continue, the Cooperator may not be compensated for the value of work performed while funding had been exceeded.
- D. All main Cooperator personnel working on this project are required to be US citizens. In addition, main Cooperator personnel working on this project shall be fluent in the English language as exemplified in their written and verbal skills.
- E. This project is funded by the United States Government. All intellectual property generated and/or delivered pursuant to this Performance-Based Statement of Work shall be subject to appropriate federal acquisition regulations which entitle the Government to unlimited license rights in technical data and computer software developed exclusively with government funds, a nonexclusive "paid-up" license to practice any patentable invention or discovery made during the performance of the contract, and a "paid-up" nonexclusive and irrevocable worldwide license to reproduce all works (including technical and scientific articles) produced during the contract.
- F. Photography is restricted on the Base, except for requirements outlined in this document. All photographs are the property of the Federal Government and will not remain with the Cooperator once the images are processed. A CD of all photos shall be delivered to the Base at the end of the period of performance.
- G. The Cooperator shall provide all transportation, meals, and lodging for himself/herself and his/her personnel and all equipment and analyses necessary to complete the work. All equipment utilized on the Base is subject to inspection by and approval of the Base safety program.

- H. Some areas of the Base may be inaccessible due to road conditions following heavy and/or prolonged rainfall. Adjustments to work schedules due to road/weather conditions shall be coordinated with the POC. If your vehicles gets stuck or breaks down, military personnel cannot pull or tow your vehicle. Call Mainside service station (760-725-5828) who will refer you to a civilian wrecker service or call information (411) for assistance.
- I. All Cooperator personnel are to be familiar with the Camp Pendleton Fire Danger Rating System (FDRS). Personnel are required to observe all restrictions applicable under the FDRS pertaining to permit activities while on the Base. In particular, vehicles shall be parked only on bare soil/rock. Smoking is restricted to areas of bare soil. Fires of any nature are prohibited.
- J. Do not pickup, remove, or disturb any ordnance (spent or live ammunition, brass, pyrotechnics, etc) found while on Camp Pendleton.
- K. The Cooperator is prohibited from bringing pets to the Base.
- L. The Cooperator is expressly prohibited from doing any animal or plant collection on the base beyond what is covered within this Contract unless written approval is obtained from the Director of Environmental Security.
- M. The Cooperator shall review pertinent files at the Base and shall work closely with the Base Technical Representative in planning and carrying out any necessary field investigations. Recent color aerial photos of the work areas are available for inspection at the Environmental Security office. These photos may be examined; however, they may not be checked out. GIS information such as raster data and layers may be available upon request.
- N. The Cooperator shall visit the designated area as often as necessary and within the limits stated below to accomplish the purpose of this project as detailed further in this Statement of Work. It is the Cooperator's responsibility to obtain security and entrance clearances for himself/herself and his/her personnel. The Cooperator must comply with all Base security rules, regulations, requirements, and day-to-day operational changes thereto.
- O. All installation and maintenance activities on MCB Camp Pendleton are subject to approval of and scheduling with the Station Commanding Officer. It is understood that military training activities at the Base will take precedence over all biological surveying. Cooperators shall obtain Base access passes and submit their installation schedules to the MCB Camp Pendleton for approval before beginning work in the field. Provide this information to your POC who will forward the information to Base Range Control. It is understood, however, that primary Base needs may override such schedules for unanticipated activities approved by the Station Commanding Officer.
- P. Insurance: Within 15 days after the award of this contract, the Cooperator shall furnish the Contracting Officer a Certificate of Insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below. The Certificate of Insurance shall provide for thirty days written notice to the Contracting Officer by the insurance company prior to cancellation or material change in policy coverage. The Cooperator shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage.
- Comprehensive General Liability: \$500,000 per occurrence.

- Automobile Liability: \$200,000 per person; \$500,000 per occurrence; \$20,000 per occurrence for property damage.
- Worker's Compensation: As required by Federal and State worker's compensation and occupational disease statutes.
- Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers.
- Other as required by State Law.

Materials Requested for Statement of Interest/Qualifications:

Please provide the following via e-mail attachment to: kimberly.pryor@navy.mil

A brief proposal, (Maximum length: 7 pages, single-spaced 12 pt. font) addressing the factor listed below:

1. Name, CESU affiliation and contact information
2. Statement of credentials/qualifications of key personnel
3. Project proposal to include timelines, roles and responsibilities of personnel, specific tasks to be conducted, and deliverables. Please be as specific as possible.
4. Cost estimate of the proposed work to include labor, materials and travel. (**Note: labor shall include labor category, hourly labor rate and number of hours; materials shall include an itemized breakdown of material, quantity and unit cost and travel shall include number of persons traveling, estimated airfare or privately owned vehicle mileage, estimated rental car and estimated lodging.**)
5. Narrative of safety practices/procedures.
6. Deliverables: the required deliverables will be a data dictionary, draft report, final report and electronic spreadsheet.

Review of Statements Received: Proposals will be evaluated based on the four factors listed below and cost to include the credentials of key personnel, management and scientific approach, reasonableness of the cost and technical approach to safety plan. Evaluation factors are co-equal to each other.

Factor 1 - Credentials of Key Personnel

Project Manager. This individual must have:

- a minimum of a Bachelor's degree in Botany or a related science; and
- all Federal and State of California permits for conducting invertebrate surveys (if required); and
- a minimum of 3 years experience in a responsible position providing oversight of, support to or directly involved in similar projects

Technical Staff. Technical Staff must have:

- a minimum of a Bachelor's degree; and

- all Federal and State of California permits for conducting invertebrate surveys (if required); and
- a minimum of 2 year's experience involved in similar invertebrate work

The Offeror shall include a brief Statement of Qualifications (including):

- a. Biographical Sketch,
- b. Relevant past projects and clients with brief descriptions of these projects,
- c. Staff, faculty or students available to work on this project and their areas of expertise,
- d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, field facilities, etc.).

Factor 2 – Management and Scientific Approach – The Offeror shall develop a proposal addressing the proposed management actions involved to plan and coordinate the dune and beach restoration methodology, purchase of supplies, storage of plants and volunteer events for the project. The Offeror shall discuss their proposed approach and techniques to accomplish the objectives. Offeror's proposals will be evaluated by a team of technical and contracting personnel.

Factor 3 – Reasonableness of Cost –The Offeror's proposals shall be analyzed to determine whether they are balanced with respect to prices or separately priced items, and for fair and reasonable pricing. Evaluations will include an analysis to determine the Offeror's comprehension of the requirements of the solicitation as well as to assess the validity of the Offeror's approach.

Factor 4 – Technical Approach to Safety

The Offeror shall provide a narrative of describing how safety practices/procedures will be implemented to complete the proposed work. Proposals shall be analyzed to determine how the Offeror will implement safety practices/procedures and determine the degree to which innovations are being proposed that may enhance safety on this procurement. The Government is seeking to determine that the Offeror has demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself.

Please send responses or direct questions to:

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Timeline for Review of Statements of Interest: This Request for Statements of Interest will remain open until an investigator team is selected. We request that Statements of Interest be submitted by 04 August 2014, 4:00pm EST.