

SCOPE OF WORK FOR
The Study and Restoration/Rehabilitation of Historic Properties

Camp Pendleton, CA

May 2015

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A. Purpose

The MCIWEST-MCB Camp Pendleton environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social, cultural resource, and historic preservation sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.

In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to conduct studies, research, fieldwork and technical assistance for historic properties and the cultural resources management program within the MCIWEST-MCB Camp Pendleton Environmental Security, Cultural Resources Section located at MCIWEST-MCB Camp Pendleton. The scope of this agreement includes supporting the cultural resources program manager (PM) through various program management duties including, but not limited to studies, research, training, technical assistance for architectural preservation and conservation, interpretive exhibits, presentations, document preparation, participation in meetings, and general program management support at MCIWEST-MCB Camp Pendleton.

Specifically, the intent of this project is to obtain architectural expertise and conservation work, including technical oversight and production of preservation plans for the continued use of the Las Flores Adobe Ranch House, Santa Margarita Ranch, Building 1133, and the San Onofre Beach Club. In total, this agreement is to 1) complete Las Flores Annual Maintenance/Room Renovation 2) complete a SMRHC Cultural Landscape Report, 3) complete a San Onofre Historic Maintenance and Repair Plan, and 4) produce a NRHP Nomination for Building 1133.

1. Authority

Article III, (D) of the Pacific Northwest Cooperative Ecosystems Studies Unit (CESU)

Master Cooperative Agreement No.: N62473-15-2-0012

In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the MCIWEST-MCB Camp Pendleton's responsibilities pursuant to Sections 106 and 110 of the National Historic Preservation Act of 1966 as amended [16 U.S.C. 470 et seq.] and authorized by National Defense Appropriations Act of 1997 [Public Law 104-201 Section 2862] to enter into Cooperative agreements for the management of cultural resources on military installations.

A Cooperative agreement is a legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative

agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The installation further (hence DoD) agrees to provide substantial involvement as directed under Article II (A) CESU Master Agreement # N62473-15-2-0012. Specifically, MCIWEST-MCB Camp Pendleton will provide administrative assistance, as appropriate and necessary to execute this Agreement and subsequent modifications, and will provide further cooperation in the following areas:

- Coordinate research activities with other installation entities
- Technical assistance and guidance
- Close monitoring during performance
- Involvement in technical decisions such as methodology
- Participation in status meetings including kick off meeting and annual budget reviews

B. Location

MCB Camp Pendleton is located in the northwestern portion of San Diego County, immediately north of Oceanside. The Las Flores National Historic Landmark study area covered under this agreement, is located in the northwestern corner of the base, and contains the Las Flores Adobe Ranch House, carriage house, and adjacent site. The Las Flores Adobe Ranch House is located immediately southeast of the intersection of 1-5 and Las Pulgas and is contained within archaeological site CA-SDI-812/H. The Santa Margarita study area includes the Santa Margarita Ranch House and adjacent site, which is approximately 7 miles east of the intersection of I-5 and Vandegrift Road. Building 1133 is within the 11 Area (Mainside) near the intersections of 14th and E Street. The San Onofre Beach Club (Building 51811) is within the 51 Area at San Onofre Beach Recreational Area.

C. Designation Representatives

1. The Cooperative Agreement Administrator (CAA) is Mr. Reagan Pablo, Contract Specialist, ACQ4.RP Naval Facilities Engineering Command, 1220 Pacific Hwy., San Diego, California, 92132; telephone (619) 532-2090 and email: reagan.s.pablo@navy.mil.

2. The Cooperative Agreement Technical Representative (CATR) is Mr. Alexander Bethke, Cultural Resources Program Lead, EV52, Naval Facilities Engineering Command, 1220 Pacific Hwy., San Diego, California, 92132; telephone (619) 532-4186, and email: Alexander.bethke@navy.mil.

- a) The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Installation Representative (including their respective representatives or

staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement.

3. The Installation Representative is Ms. Danielle Page, Cultural Resources Branch Head, Environmental Security, MCB Camp Pendleton, Box 555008, Camp Pendleton, CA 92055-5008; telephone (760) 725-9738, and email: Danielle.page@usmc.mil.

a) The Installation Representative is responsible for providing the CAA, via the CATR, the technical requirements for this Cooperative Agreement's scope of work specifications. The Installation Representative has no authority to make any changes to the Cooperative Agreement only the CAA may effect any change to this Cooperative Agreement. The Installation Representative has no authority to direct or change any work identified in this Cooperative Agreement.

4. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the government. No government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

5. The Cooperator will designate at time of proposal submission the individual within their organization who is authorized to negotiate with the Cooperative Agreement Administrator. The designation will stipulate the individual's authority to commit the Cooperator.

D. Period of Performance

The recipient/cooperator has the option to submit multi-year proposals for architectural conservation work and technical oversight for the continued preservation work at these four buildings for out-years (up to 60 months from the date of award) based on the availability of funds. Base period of performance September 2015 to September 2020

E. Material Available for Review

The Government will assign Ms. Danielle Page, or another suitable person at MCIWEST-MCB Camp Pendleton, to serve as the Base's technical representative and primary point of contact for fieldwork activities. This person will collaborate and participate in project development, assist with logistical needs, participate in on-site project management as appropriate, and provide technical review and support.

The Government will provide workspace for recipient/cooperator participants as required during the field project.

The Government will provide information, publications, and/ or other documents that are required for completion of the work.

The Government may provide on-site equipment to include table saw, joiner, planer, biting chop saw, and other small hand tools.

The Government will furnish electricity, fresh water, and sewage services at existing outlets for use in those facilities provided by the Government, and as may be required for the work to be performed under the Statement of Objectives. Information concerning the location of existing outlets may be obtained from Base' technical representative.

F. General Requirements

1. The Recipient shall provide all transportation, meals, and lodging for himself/herself and his/her personnel as well as all equipment and analysis necessary to complete the work. Other than the reports mentioned above, no Government furnished equipment will be provided. All equipment is subject to the inspection by and approval of the Installation safety officer.
2. The recipient/cooperator is responsible for labor, management, supervision, tools, materials, travel, lodging/subsistence, equipment, incidental engineering, and transportation unless otherwise specified in the Statement of Objectives for a specific project of task.
3. Government furnished equipment/support is as follows:
 - a) The Government will provide workspace for University participants as required during the field project (discussed below).
 - b) The Government will provide information, publications, and/ or other documents that are required for completion of the work.
 - c) The Government will provide on-site equipment to include table saw, joiner, planer, biting chop saw, and other small hand tools.
4. The Recipient shall visit the project area as often as necessary and within the time limits stated below to accomplish the purposes of the Agreement as detailed further in this Scope of Work. It is the Recipient's responsibility to obtain security and entrance clearances and camera passes for himself/herself and his/her personnel onto the Installation. The Recipient must comply with all security rules, regulations, requirements, and day-to-day operational changes thereto. Unannounced changes to day-to-day operational procedures may, at times, prohibit the Recipient access to project sites. While on the installation, the Recipient shall abide by all applicable rules and regulations issued by the Commanding General. The Recipient may be subject to inspections for contraband while on Government property.
5. The Recipient shall manage the total work effort and assure fully adequate and timely completion of services required under this Agreement. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for conducting historic preservation work meeting the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR 68).

6. The Recipient shall provide the CAA (via the CATR) the names of persons and copies of their resumes being considered for work under this Agreement. The Recipient shall not replace or substitute any staff member without prior written approval by the CAA.

7. The Recipient shall work closely with the CATR and Installation Representative in planning and carrying out all field investigations, including any additional work conducted by other Recipients or recipients.

8. The Recipient and each of his/her employees working on the Base are required to obtain a Camp Pendleton Business Pass or a RAPID GATE pass, in accordance with the most current requirements. The Base Provost Marshal's Office (PMO) issues these passes. All applicants must apply in person at the Police Records Office (Building 1523) to apply for a temporary business pass. If required by the PMO, the Base Representative will provide a memo of introduction requesting that Business Passes or a RAPID GATE pass to be issued. Police Records phone number is (760) 725-0819 or (760) 725-5161. The Business Pass or RAPID GATE pass must be carried on each employee when they are within the boundaries of the Base. Escorting persons onto the Base who do not hold a valid Business Pass or RAPID GATE pass may result in revocation of the Recipient's access to the Base and immediate termination of all activities on the Station as well as non-fulfillment of the Agreement. Information on this program can be found at www.RapidGate.com. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis.

a) To obtain necessary access to an installation, Cooperator will have the option of participating in Navy Commercial Access Control System (NCACS), which will be available Navy-wide in CONUS locations, including Hawaii, or by obtaining one-day passes. Application for and use of badges or one day passes will be as specified herein and as otherwise directed by the Grants Officer or his/her authorized representative. Obtain access to the installation by participating in the Navy NCACS, or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Cooperator. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting access. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Cooperative Agreement Administrator.

b) NCACS Program: NCACS is a voluntary program in which Cooperator personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the cooperative agreement, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year the Recipient employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an

elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com/vendors/how-to-enroll> or by calling 1-877-727-4342. Cooperators should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. No equitable adjustment in cooperative agreement cost/price or schedule shall be allowed on account of the Cooperator participating in/utilizing the NCACS Program to obtain installation access.

c) One-Day Passes: Participation in the NCACS Program is not mandatory. In lieu of participating in the program, the Cooperator may elect to have its personnel obtain daily passes from the installation's pass and decal office in accordance with applicable installation security regulations/procedures. Note that Cooperator personnel obtaining installation access via daily passes will be subject to, among other things, daily mandatory vehicle inspection and will have limited access to the installation. The Government will not be responsible for any cost/price or schedule impacts that may result from the Cooperator electing to have its personnel obtain one-day passes instead of choosing to participate in the NCACS Program.

d) Estimated costs are:

NCACS Credential Cost & Length of Time Valid

An NCACS Credential is valid for a period of 5 years, but must be renewed annually.

Cost for Single Base Access

Company Annual Enrollment fee \$199.00

Employee Annual Enrollment fee \$159.00

Cost for 90-day Single Base Access

Company Annual Enrollment fee \$199.00

Employee 90-day enrollment fee \$59.00

Cost for replacing a lost Credential \$30.00

9. Recipient personnel are required to request training area access using Range Control's automated scheduling system. Access to this system is available at the Environmental Security office and authorized Environmental Security personnel will conduct actual data entry. Training area requests should be entered at least one week prior to scheduled fieldwork. All Recipient personnel are required to be able to communicate with Range Control while in the field and follow the most current Range Safety Requirements. A limited number of two-way radios are available for daily checkout from Environmental Security. Range Control personnel may approve the use of cellular telephones as an alternate to two-way radios on a case-by-case basis and at no additional cost to the Government.

10. Due to the fact that the Installation is an active military range, everyone involved in this Agreement is required to take an Explosive Ordnance Disposal (EOD) training prior to working on the Installation. This can be arranged through the Installation Representative. Once the course has been successfully

completed, an EOD training card will be issued to the trained individual, which must be carried at all times while conducting fieldwork on the Installation

11. Unexploded ordnance may be encountered while conducting fieldwork. The Recipient shall not touch or attempt to pick-up any suspected ordnance. If ordnance is in a place that the Recipient cannot avoid, the Recipient shall place flagging in the general area of the ordnance and notify Explosive Ordnance Disposal at (760) 725-5498 of the exact location of the ordnance as soon as possible.

12. Due to the classified nature of the activities on the Installation, only those areas directly associated with the specifications of this Agreement may be visited. Restricted areas will only be entered by special permission.

13. Gates have been installed on various roads. When closed, they are not to be ignored or circumvented for any reason. If Agreement work is required behind a locked gate, contact the Installation Representative immediately.

14. Prior to accessing the Installation the Recipient shall meet with a designated Cultural Resources representative to review the guidelines for conducting research on the Installation. This meeting can be conducted as part of the kick-off meeting.

15. Photography is restricted on the Installation. The Recipient and all of his representatives are required to obtain permission from the Installation Representative (via the CAA) prior to taking any photographs on the Installation. Only photographs of Agreement-related activities will be permitted.

16. Smoking is not allowed in the non-developed areas while individuals are working on the Installation.

17. The Recipient shall conduct literature reviews, field investigations and interviews with experts and authorities as necessary to accomplish the work described within this Agreement. The Recipient shall, in particular, attempt to contact and utilize information from the local Marine Corps offices and other professionals who are experienced in historic preservation, architectural conservation, and cultural resource management.

18. The Recipient shall review pertinent files at the Installation and past research conducted at the Installation. The Recipient shall coordinate with the CATR and Installation Representative in planning and carrying out field activities.

19. At no additional cost to the Government, the Recipient shall be in possession of all necessary permits from the state and federal regulatory agencies (i.e., State Department of Fish and Game, U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries, etc.) necessary to conduct the activities stipulated in this Agreement. All required permits shall be submitted to the CAA (via CATR) during the kickoff Meeting, or prior to the initiation of any fieldwork that requires permitting, whichever comes first. All permits will be submitted as part of the proposal.

20. All parties involved in this Agreement agree to comply with all applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party's own employees and third parties.

21. All work conducted in support of this Agreement shall comply with all federal laws applicable to the Installation including, but not limited to, the National Historic Preservation Act, Archaeological Resources Protection Act.

22. Vehicle operators may not use cell phones unless the vehicle is safely stopped or the cell phone employs a "hands free" device. Drivers may not hold, dial, text or adjust the phone while the vehicle is in motion. Hands free systems such as ear buds, blue tooth, OnStar and other voice activated or speaker phone systems are authorized. Installation Security personnel can issue military motor vehicle citations to operators in violation of this policy. These citations result in a three-point penalty assessed to the violator's driving record and if a driver accumulates twelve points within a twelve month period or eighteen points within a twenty-four month period he/she is subject to suspension of Installation driving privileges for one year.

23. All field notes, field data forms, electronic storage of field data, photographs, etc. collected and produced as part of this Agreement are the property of the DoN. Legible copies of the field notes, data forms and other information shall be provided to the CATR and Installation Representative upon request.

24. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. The CAA shall approve (via the CATR) in advance any changes to previously used experimental designs, methods of data collection and/or analyses, which shall be provided in the Recipient's required Work Plan. The CATR or Installation representative, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.

25. The Recipient is required to submit a proposed field schedule in writing to the CATR and Installation Representative during the kickoff meeting. The schedule will identify by date, time and personnel, and location when sites are to be visited. Any variation(s) will be e-mailed or telephoned to the CATR and Installation Representative at least 48 hours in advance of any changes.

26. In order to avoid impacts to federally listed, rare, or endemic plants the Recipient must coordinate all vegetation and ground disturbing activities with the Natural Resources Program Manager via the Installation Representative. Under no circumstances are any federally protected plants to be disturbed and/or destroyed when completing the work required in this Agreement. The Recipient shall ensure that all footwear, backpacks, clothing, vehicles and equipment transported to the Installation are clean of weed seed.

27. No ground disturbing activities are to take place without the concurrence from the Installation Representative. Under no circumstances shall the Recipient violate the Archeological Resources Protection Act. If any objects are found that appear to be cultural or archeological resources contact the Cultural Resources Program Manager. If the Recipient accidentally disturbs an archeological and/or cultural resources site, the Recipient shall leave the site immediately (as intact as possible) and contact the Cultural Resources Program Manager.

28. No buildings will be modified or altered without permission from the Installation Representative and Public Works Officer. The Recipient shall not violate the National Historic Preservation Act.

29. The Recipient shall manage generated hazardous material, hazardous waste, and hazardous waste residues in accordance with Federal, State, and local regulations. Transport and dispose of hazardous waste (i.e., batteries) in accordance with Federal, State, local and applicable Installation requirements.

30. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual activity observed while conducting surveys in the field (e.g. trespassers or persons in unauthorized areas). Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity. In addition, information regarding trespassers should be reported to Resources Enforcement/Compliance Branch at (760) 725-3360 as soon as possible.

31. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual animal or plant species observed while conducting surveys in the field (e.g. species which are federally listed or are State of California Species of Special Concern). Information should include (a) location, (b) date, (c) time and (d) any detailed facts the sighting.

32. Throughout the term of this Agreement the CATR and the Installation Representative shall be afforded the opportunity by the Recipient to periodically observe the Recipient's field activities, to review computer or paper files of raw data, prepared data (such as data analyses, summaries, maps, figures, tables, etc.), or any record deemed appropriate by the CAA in establishing the Recipient's performance in fulfilling the requirements of this Agreement.

33. The DoN, via the CAA, may request updated data presented on maps, figures and/or tables whenever the DoN's need to obtain this information is before the next report required under Section I of this Agreement. The Recipient shall forward the requested data electronically within ten (10) days from the date of request. If the requested data cannot be provided within this time frame, the Recipient shall forward electronically the most updated raw data to the CAA, via the CATR (cc provided to Installation Representative). The DoN understands that facilitating the requested most updated data may reduce the amount of work that would normally be accomplished during the period of time required to complete the request. The Recipient shall document the amount of efforts and its translated cost estimate that would have been incurred by the Recipient to complete the request for updated data. This document shall be electronically forwarded to the CAA (via CATR and cc provided to Installation Representative) to review so that the DoN will have a firm understanding on the amount of work displaced that would have normally been accomplished during the period of time required to complete the request.

G. Specific Requirements

See attached Projects 1 through 4 for the specific requirements for this Cooperative Agreement. In addition, Cost tracking and Invoicing: Because discrete projects are funded by separate funding sources, the Recipient shall separately account for costs associated with each project and line of accounting. To assist, the Government will identify the projects /tasks and their associated lines of accounting.

H. Meetings/Coordination

1. The Recipient or his/her designee will attend a Kickoff meeting or teleconference with the CATR and Installation Representative to ensure coordination of activities for each project. The CATR or Installation

Representative shall arrange the meeting. This meeting may occur via telephone, but shall be followed by an on-site kickoff when the Recipient is able to be on-site.

2. The Recipient shall be available throughout the Agreement period for consultation with the Agreement and Installation Representatives on matters involving the work being conducted under the Agreement

3. Other project-specific meetings will be required, as necessary, in the project-specific scopes of work.

I. Data and Publication

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.315 concerning “Intangible Property,” which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The DoN acknowledges and agrees that the Recipient’s fundamental consideration in performing the research under this Agreement shall be Recipient’s right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: “This research was funded by the Department of the Navy on behalf of Marine Corps Base Camp Pendleton.”

3. Any publications resulting from this work shall be provided at no cost to the Department of the Navy in quantities jointly determined by the Department of the Navy representative and the Recipient at the time of publication.

4. The Recipient shall be responsible for ensuring all personnel participating in activities under this Agreement have read and acknowledged the DATA AND PUBLICATION provisions of this Agreement.

J. Release of Information

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester.

All inquiries shall be directed to the Public Affairs Officer (PAO), telephone (619) 532-3100 and Public Affairs Officer at NAVFAC SW through the CATR.

K. Safety

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1 05 July 2011 or latest edition. A Site Safety and Health Plan (SSHP) is also required if the work is potentially hazardous. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- all field work on hazardous waste or munitions response sites
- work on, in, or near bodies of water where there a danger from drowning
- use of heavy equipment, e.g. backhoes, excavators, bulldozers, etc.
- excavation, backfilling, and compaction
- use of man lifts, ladders, and other climbing apparatus
- use of weight handing equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- remediation of hazardous material or waste, i.e. asbestos, paint with lead, and PCB
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

The minimum requirement for the SSHP is in Section 28 of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) for all tasks reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in section 1 of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP and AHA are: EM 385-1-1 US Army Corps of Engineers Safety & Health Requirements Manual, and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this Cooperative Agreement, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the GDA (SW EV Safety Office, PM, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP. SSHP is also an attachment required by the APP if a project includes potentially hazardous activities. Government PM should verify with the SW EV Safety Office prior to directing the recipient to prepare a SSHP.

The APP, SSHP and AHA will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoN. The Recipient shall certify to CATR that the final APP, SSHP and AHA has been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP, SSHP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSHO is required to have completed the 10-hour OSHA Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The recipient will provide a Monthly Exposure Report (MER) and attach to the monthly billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

L. Hold Harmless

1. The Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and Recipients. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, servants, agents, guests, invitees, or Recipients. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or Recipients. This covenant shall survive the termination of this Cooperative Agreement.

2. In the event of damage, including damage by contamination, to any Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the Government.

M. Insurance

1. At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit of \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered

by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or Recipients under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

2. All insurance required of the Recipient hereunder shall be in such form, for such periods of time and with such insurers as the Government may require or approve. All policies or certificates issued by the respective insurers for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the Government or any other person concerning such amount or change in coverage.

3. The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section M, including coverages specified in Attachment B hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment B to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment B, Section 2.)

4. During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its Recipients or agents or any Recipient performing work at the Recipient’s or agent’s request on the affected Government Premises to carry and maintain the insurance required below:

“Comprehensive general liability insurance in the amount of 1,000,000.00.”

5. The Recipient and any of its Recipients or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

6. In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section M, the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in this Section M, shall, upon demand, either compensate the Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Recipient for such loss or damage under this Section M, the Recipient shall effect such repair, rebuilding, or replacement if required so to do by the Government, and such excess of cost shall be

reimbursed to the Recipient by the Government. In the event the Recipient shall have effected any repair, rebuilding, or replacement which the Recipient is required to effect pursuant to this Section M, the Government shall direct payment to the Recipient of so much of the proceeds of any insurance carried by the Recipient and made available to the Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Recipient to effect such repair, rebuilding or replacement. In event the Recipient shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Recipient, the Recipient shall promptly refund to the Government the amount of such proceeds.

N. Payments

1. Partial payments equal to the amount of work accomplished may be made quarterly. Submit invoices to the CAA at the address cited in Paragraph C.1. above
2. The final payment of 20 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals have been received and accepted by the CATR.
3. Any requirement for the payment or obligation of funds, under the terms of this 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 Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.
4. Invoices may combine costs for several discrete projects, however, they must clearly identify the Project #, Project Title, Modification #, and Line of Accounting for which they work was conducted and with which the costs are associated. The Government will reject invoices if detailed cost breakdowns and supporting Quarterly Progress Reports are not provided, or if the costs cannot be clearly linked to a specific project/task.
5. Payments will be made using in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment "WAWF Instructions" for instructions on payment procedures.

O. Executive Compensation and First Tier Subaward Reporting

1. Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Recipient to report information on subaward awards. The law requires all reported information be made public, therefore, the Recipient is responsible for notifying its Sub-Recipients that the required information will be made public.
2. Unless otherwise directed by the Cooperative Agreement Administrator, by the end of the month following the month of award of a first-tier subaward with a value of \$25,000 or more, (and any

modifications to these subawards that change previously reported data), the Recipient shall report the following information at <http://www.fsrs.gov> for each first-tier subaward:

- a) Unique identifier (DUNS Number) for the Sub-Recipient receiving the award and for the Sub-Recipient's parent company, if the Sub-Recipient has one.
- b) Name of the Sub-Recipient.
- c) Amount of the subaward award.
- d) Date of the subaward award.
- e) A description of the products or services (including construction) being provided under the subaward, including the overall purpose and expected outcomes or results of the subaward.
- f) Subaward number (the subaward number assigned by the Recipient).
- g) Sub-Recipient's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- h) Sub-Recipient's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- i) The cooperative agreement number, and order number if applicable.
- j) Awarding agency name and code.
- k) Funding agency name and code.
- l) Government Contracting office code.
- m) Treasury account symbol (TAS) as reported in FPDS.
- n) The applicable North American Industry Classification System (NAICS) code.

3. By the end of the month following the month of an award, and annually thereafter, the Recipient shall report the names and total compensation of each of the five most highly compensated executives for the Recipient's preceding completed fiscal year at <http://www.ccr.gov>, if –

- a) In the Recipient's preceding fiscal year, the Recipient received –
 - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subawards), loans, grants (and subgrants) and cooperative agreements; and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subawards), loans, grants (and subgrants) and cooperative agreements; and
- b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of

1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

4. Unless otherwise directed by the Cooperative Agreement Administrator, by the end of the month following the month of a first-tier subaward with a value of \$25,000 or more, and annually thereafter, the Recipient shall report the names and total compensation of each of the five most highly compensated executives for each first-tier Sub-Recipient for the Sub-Recipient's preceding completed fiscal year at <http://www.frs.gov>, if

a) In the Sub-Recipient's preceding fiscal year, the Sub-Recipient received –

(i) 80 percent or more of its annual gross revenues from Federal contracts (and subawards), loans, grants (and subgrants) and cooperative agreements; and

(ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subawards), loans, grants (and subgrants) and cooperative agreements; and

b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

5. If the Recipient in the previous tax year had gross income, from all sources, under \$300,000, the Recipient is exempt from the requirement to report Sub-Recipient awards. Likewise, if a Sub-Recipient in the previous tax year had gross income from all sources under \$300,000, the Recipient does not need to report awards to that Sub-Recipient.

P. Technical Requirement for Management

For each assigned task or project, the Recipient shall manage the total work effort and assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for cultural resources.

1. Work Control. The Recipient shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Recipient shall plan and schedule work to assure material, labor, and equipment are available to complete work with the quality standards established herein.

2. Work Schedule. The Recipient shall schedule and arrange work so as to cause the least inconvenience and interference with the normal occurrence of Government business and mission. All work shall be performed and completed in accordance with the time frames established for each task. The Recipient's

initial work schedule shall indicate the days of the week for service to be performed. The schedule shall list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. When the scheduled services fall on a holiday, alternate dates shall be specified. The initial work schedule shall be submitted to the ACO for approval within 15 calendar days after award. Once approved, all work shall be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. Changes to the work schedule shall be submitted for ACO approval at least three working days prior to performance. Except as may otherwise be specified, all work shall be performed during the Government's regular working hours, as specified above. If the Recipient desires to carry on work after regular working hours, or on Saturdays, Sundays, or holidays, prior written approval shall be obtained by the ACO.

3. Base Stipulations. The Recipient must comply with all Base security rules, regulations, requirements, and day-to-day operational changes. It is the Recipient's responsibility to obtain all security/entrance clearance including passes.

4. Protection of Government Property. During execution of the work, the Recipient shall take special care to protect Government property. The Recipient shall return areas damaged as a result of negligence under this cooperative agreement to their original condition, including re-vegetation or replacement of damaged habitat if necessary. Unauthorized collection of cultural material is not allowed. The Government will consider unauthorized collection a violation of ARPA and subject to criminal and civil penalties.

5. Utility Systems. The Recipient shall obtain a digging permit from the appropriate on station official, prior to any excavation that may impact utility systems.

6. Hazards. Safety briefs shall be attended by all Recipient field personnel involved where this potential exists.

7. Required Conferences and Meetings. The Recipient shall attend the following meetings, which can be conference calls, and shall provide one copy of meeting minutes 5 days after the meeting:

- a) Pre-performance Conference. Prior to commencing work, the Recipient shall attend a pre-performance conference. The date and time will be mutually agreed upon by the Recipient and the Cooperative Agreement Administrator. The purpose of this meeting is to make an introduction of key personnel, arrange access to the facilities and to arrange for the transfer of information and maps to be provided by the Base.
- b) Site Visit. Prior to commencing fieldwork and before attending the pre-performance conference. The date and time will be mutually agreed upon by the Recipient and the Cooperative Agreement Administrator.
- c) Personnel and Qualifications. At the pre-performance conference, the Recipient shall submit the names and qualifications of persons proposed to work on the project, for Government approval. Qualifications should include extent of field experience in the area of the proposal. Approval will be by verbal approval and can be given during the pre-performance conference. Work shall not commence without Government approval of personnel.

- d) Draft Submittal Conference. Upon completion of the Government review of the draft submittal, the Recipient shall attend a conference held at a date, place, and time selected by mutual consent between the Recipient and Technical/Client POC on Base. This meeting will be held not more than ten (10) calendar days after the government review period unless agreed to by the Technical POC. The purpose of this conference is to discuss the Government's in-house review and approval/non-approval of the draft submittal.
- e) Final Submittal Conference. Upon completion of the Government review of the final submittal, the Recipient shall attend a conference held at a date, place, and time selected by mutual consent between the Recipient and Technical POC on Base. This meeting will be held not more than ten (10) calendar days after the Government review period unless agreed to by the Technical POC. The purpose of this conference is to discuss the Government's review and approval/non-approval of the final submittal.
- f) Meetings. The Recipient shall attend all meetings that the Government determines necessary. Up to 5 of these scheduled meetings shall be required. The Recipient shall participate and attend meetings involving the following:
 - (i) Native Americans or other interested parties.
 - (ii) Other meetings as appropriate.

Q. Technical Requirement for Deliverables

For each project or task the recipient will abide by the following technical requirements for deliverables

1. General Requirements

The Recipient shall provide the following submittals, in the quantities and time frame specified below, to Technical/Client listed below. The number of reports and format are specified below. The reports shall include a list of persons working on the project, qualifications, and field experience. Specific Work Requirements are detailed below. All results shall be defensible and based on scientific valid techniques and methods. Report preparation will be completed in a timely manner by the Recipient who has completed the field component unless extenuating circumstances arise.

- a) Progress Reports. The Recipient is required to submit a Progress Report to the Client POC monthly via email. The report shall include the following:
 - (i) Report Title
 - (ii) Type of report (Preliminary Outline, Initial Draft, Periodic Report).
 - (iii) Recipient name and contract number.
 - (iv) Date of report.
 - (v) Distribution instructions.

- (vi) Work completed to date.
- (vii) Work proposed for next month.
- (viii) Anticipated challenges.

- b) Work Plan. The work plan shall be submitted to the Client POC 30 days after the pre-performance conference. The work plan shall follow the format specified below. Work plans are subject to SHPO review and acceptance.

All work plans shall at a minimum include an introduction, environmental setting, cultural setting, records and literature search results, descriptions of previous investigations, proposed methods, research question and/or research design, expected results, and schedule using MS Project report format with milestones and dates for specific task and associated deliverables. The work plan shall first be delivered as a draft for internal Department of Defense (DOD) review. After internal review and Recipient incorporation of all Government comments, the Government will send the final work plan to the California SHPO, if required. SHPO comments, if any, shall be incorporated into a revised final work plan. The Recipient shall begin fieldwork within 10 days after Government approval of the final work plan. The draft work plan may be submitted electronically for review and comment with the approval of the Client POC.

- c) Draft Report. The draft report shall be submitted to the Client POC. Two advance copies of the draft report shall be submitted for Government review internal to the DOD. With approval by the Client POC, the remaining copies of the draft report with incorporated Government comments shall be submitted within ten days. After internal review, the Government will send the draft report to external Government reviewers including but not limited to the SHPO, HQMC, etc. The draft form may be submitted electronically for review and comment as specified in the work plan and with the approval of the Client POC.
- d) Final Report. The final report form shall be submitted to the Client POC 20 calendar days after review and approval of the draft report by the Government including SHPO review, if required. All digital submittals including catalogue sheets shall be on CDs (compact disks) formatted for Microsoft Windows 7 (2009) PC compatible computers following the directions as stated in the computerized database MS Access. The final submittal shall require Geographic Information Systems (GIS) data, hard copies of the report, and two electronic copies of the report on CD submitted with the final report.

- e) Specifications for Digital Data.

Any maps, drawings, figures, sketches, geospatial data, spreadsheets, or text files prepared for this cooperative agreement shall be provided in both hard copy and digital form.

- (i) Text, Spreadsheet, and Database Files:

The Marine Corps standard computing software is Microsoft Office 2003. Final Reports and other text documents shall be provided in Microsoft Word 20

03 format AND Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2003 format. Databases shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to database development, the Recipient shall provide the Government with a Technical Approach Document for approval, which describes the Recipient's technical approach to designing and developing the database. All text, spreadsheet, and database files shall be delivered on a Compact Disk read-only memory (CD-ROM), Digital Versatile Disc read-only memory (DVD-ROM) or portable external hard drive.

(ii) Maps, Drawings, and Sketches (Digital Geospatial Data):

(a) Geospatial Data Software Format: Geographic data must be provided in a form that does not require translation, preprocessing, or post processing before being loaded to the Installation's regionally hosted geodatabase. The Recipient shall validate any deviation from this specification in writing with the Government (Installation Geospatial Information & Services (IGI&S) Manager via the Project Manager). Digital geographic maps and the related data sets shall be delivered in the following software format:

(i) GIS: Personal or file geodatabase format using ArcGIS 9.3. The geodatabase must be importable to a multi-user geodatabase using ArcSDE 9.3. The delivered data layer(s) shall be provided with x,y domain precision of 1000 (unless otherwise identified by MCB Camp Pendleton).

-AND / OR-

(ii) CADD: The Government may approve the use of AutoCAD when it is determined that the format will not compromise the spatial accuracy or structure of the delivered data and that the data will easily integrate with the enterprise GIS system. All CADD data shall be provided in AutoCAD 2006 and shall be in the same projection and use the same coordinate system, datum, and units as stated below in the paragraph titled Geospatial Data Projection. Drawing files shall be full files, uncompressed, unzipped, and georeferenced.

(NOTE: ArcGIS and ArcSDE are geographic information system software produced by the Environmental Systems Research Institute (ESRI) of Redlands, California. AutoCAD is software produced by Autodesk, Inc. These software are used by the Marine Corps GEOFidelis Program)

(b) Geospatial Data Structure:

(i) GIS Data Sets: When developing/delivering geospatial data, the Recipient shall develop the initial structure consistent with the most current version of the GEOFidelis Data Model. The GEOFidelis Data Model shall be followed for geospatial database table structure, nomenclature, and attributes. The Recipient shall consult with the Government concerning modifications or additions to the GEOFidelis Data Model. The Government may approve modifications to the

GEOFidelis Data Model if it is determined that the GEOFidelis Data Model does not adequately address subject datasets. Copies of the GEOFidelis Data Model may be obtained by contacting the MCB Camp Pendleton GIS Office via email at david.toney@usmc.mil or via phone at Phone 1-760-763-1891.

- (ii) Feature Class Updates: When delivering updates to existing feature classes, the Recipient shall obtain a copy of the existing subject data in a personal geodatabase to use as a template for all subsequent data collection processes. As Installations sometimes modify the GEOFidelis Data Model structure for many feature classes to accommodate operational needs, the GEOFidelis Data Model structure may not reflect the actual structure used in the live geodatabase. If further modifications to structure are required as a result of this Scope, the Recipient will consult with the Government (IGI&S Manager) for direction and final approval.

AND / OR-

- (iii) CADD Drawings/Data: The Recipient shall develop all CADD data in conformance with the latest version of the following standards and policies:

- U. S. National CADD Standards (NCS)
- CADD/GIS Technology Center's AEC CADD Standards
- (<https://tsc.wes.army.mil>)
- NAVFACINST 4250.1, Electronic Bid Solicitation

- (c) Geospatial Data Projection: Geographic data (regardless of format) shall be provided in U.S. Survey Feet and projected into the California State Plane, Zone VI, FIPS 0406 projection system. The maps and data shall use the GRS 1980 spheroid and the North American Datum 1983/World Geodetic System 1984 (NAD83/WGS84). This projection requirement applies to all GIS data layer deliverables as well as all CADD drawings such as as-designed and as-built project plans. Each data set shall have a projection file if appropriate based on format.

- (d) Geospatial Data Collection:

- (i) Mapping grade Global Positioning System (GPS) data collection (sub-foot, sub-meter, and sub-5 meter) shall be performed when specified in the statement of work and shall be completed in accordance with state and local guidelines. Default horizontal accuracy for mapping grade GPS data collection efforts shall meet a sub-meter threshold unless otherwise specified to be survey grade, sub-foot or sub-5 meter in the statement of work. Only base stations included in the CORRS network or mobile RTK/Total Station systems shall be used for mapping grade GPS data collection. Spatial accuracy requirements are as follows:

- Sub foot: 95 % of all points are within + 12 inches

-OR-

- Sub meter: 95% of points are within + 1 Meter

-OR-

- Sub 5 meter: 95% of points are within + 5 Meter

-AND / OR-

- (ii) Survey grade Global Positioning System (GPS) data collection shall be performed when specified in the statement of work or if the project is a MILCON and/or utility project. Survey grade GPS data collection shall at a minimum use the Geoid2003 CONUS epoch (or a more current epoch if available at the time of this project) and spatial accuracy requirements for survey grade are 95 % of GPS points are within + 1 centimeter. Every effort shall be made to capture feature locations without using offsets unless obstructions are present

All GPS data collection activities shall be logged with the MCB Camp Pendleton GIS Office prior to initiation. GPS data collection shall tie into the MCB Camp Pendleton GPS Base Station. Data collected by not verified via this method will not be accepted for submittal.

(e) Map Products and Support Files:

Finished map products, regardless of final print size, shall be presented separately in both hard copy and digital formats. The hard copy deliverables are defined in another section of this SOW. Final map products shall be delivered in the following digital formats:

- (i) PDF Format: Resolution of 300 dpi with no image compression. All fonts must be embedded. The Recipient shall only use fonts that are licensed and available for use by the Government.
- (ii) JPG (Joint Photographic Experts Group) Format: Resolution of 96 dpi with 24-bit true color.
- (iii) MXD (ESRI Map Document) Format: All maps constructed shall have the associated MXD delivered to allow for future printing and modification, as necessary, by the Government. MXDs shall use the 'relative paths' option. The Table of Contents (TOC) within the MXD shall be orderly, and contain a logical naming structure.

Map or drawing scales will be determined by the Technical POC, if applicable. Mapping accuracy for the agreed scales will conform to the American Society for

Photogrammetry and Remote Sensing (ASPRS) "Accuracy Standards for Large-Scale Maps", "Interim Accuracy Standards for Large-Scale Maps", and "Geospatial Positioning Accuracy Standards". Copies of these standards can be obtained on the Internet at <http://www.asprs.org>, and/or at <http://www.fgdc.gov>, or by contacting:

American Society for Photogrammetry and Remote Sensing

5410 Grosvenor Lane, Suite 210

Bethesda, MD 20814-2160

(f) Media for Geospatial Data Deliverables:

Geographic data shall be delivered on a separate CD-ROM or DVD-ROM, or external hard drives. This media shall contain only the value-added data sets as designated in the Task sections of the SOW. Do not include the Recipient's working files or original installation data sets that may have been used by the Recipient to develop the deliverables. "READ ME" files may be included on the geographic data media if such files provide explanation of the delivered data sets. However, these "READ ME" files should not be delivered in lieu of standard metadata.

(g) Geographic Data Documentation (Metadata):

For each digital file delivered containing geographic information (regardless of format), the Recipient shall provide documentation consistent with the GEOFidelis Metadata Guidelines, which follow Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (CSDGM). Both 'Mandatory' and 'Mandatory as Applicable' fields shall be completed for each geographic data set, as well as selected 'Optional' fields. The documentation shall include, but not be limited to, the following:

- The name, description, abstract, and purpose of the data set/data layer.
- The source of the data and any related data quality information such as accuracy and time period of content.
- Descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format.
- Type of data layer (point, line, polygon, etc.).
- Field names of all attribute data and a description of each field name.
- Definition of all codes used in the data fields.

- Ranges of numeric fields and the meaning of these numeric ranges.
- The creation date of the map layer and the name of the person who created it.
- A point of contact shall be provided to answer technical questions.

Metadata generation tools included in the ArcGIS suite of software (or equivalent technology) shall be used in the production of the required metadata in XML format. Regardless of the tools used for metadata creation, the Recipient must insure that the metadata is delivered in XML format and can be easily imported to the Installation's enterprise geodatabase. Specific guidelines may be found within the GEOFidelis West Metadata Authoring Guide. A copy of the guide may be obtained by contacting:

GEOFidelis West
Building 1160, Lower Level Room 6
Camp Pendleton, CA 92055
(760) 763-1891

(NOTE: The metadata should be formatted from the Installation database perspective, not the Recipient project perspective. Therefore such items as Point of Contact should be the Installation POC currently associated with the data and NOT the Recipient's Project Manager. The Recipient shall use language and format consistent with existing Installation metadata.)

(h) Geographic Data Review: The digital geographic maps, related data, and text documents shall be included for review in the draft and final cooperative agreement submittals. The data will be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with the existing GIS system. The Recipient shall incorporate review comments to data and text prior to approval of the final submittal.

(i) Ownership: All digital files, final hard copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of the Installation and will not be issued, distributed, or published by the Recipient.

(ii) Contact Information:

For project inquiries, please contact the Technical POC. For specific geospatial questions, upon the approval of the Technical POC, you may contact:

Monique Larragoitia, GIS Specialist
AC/S Environmental Security
Bldg. 22165, Floor 1, Room 9
Box 555008
Camp Pendleton, CA 92055-5008
760.763.1990

2. Format, Submission and Review of Deliverables.

Except where specified above and below all deliverables shall be submitted in the format specified below.

- a) Format. Each deliverable shall be bound separately in an 8 1/2 by 11-inch, three ring binder and follow submittal requirement for nominations established by the National Park Services. Deliverable reports for California shall follow the general format identified in the Archeological Resource Management Reports (ARMR) guideline. All final reports shall include laser color copies and one unbound copy. All references cited in the reports shall follow American Antiquity format except for historical resources report, which shall follow Journal of American History format. Margins shall not be greater than 1 inch in size for the upper, left and right margins. Lower margins shall not be greater than 1½ inches except where for lower margins on last pages of the section or report. The font type and size in the text of the nomination shall be Times New Roman 12.
- b) Maps. The report shall contain maps as figures or attachments to the report. All maps will be of reproducible quality and will include a Legend referencing the originating base map, scale, north arrow, definition of all symbols used, subject of map, and the project name. If U.S.G.S. maps are utilized as base maps, the most current edition must be used. Site sketch maps will include: a Legend detailing scale, north arrow, definition of all symbols used, subject of map, and the name/number of the site, the map maker's name, the date of the original (in-field) sketch, and a descriptive and visual link to at least one permanent topographic, geographic, or man-made feature.
- c) Submission. All deliverables, except to the state repositories designated below, shall be submitted to Technical POC. One complete copy of the final report approved by the Technical POC shall be sent to each state repository as indicated below. One copy of the final report shall be sent to the California Information Center designated for that area.
- d) Government Review. All deliverables shall be submitted for review and approval by the Government. Government review and approval will be conducted by Technical POC, the State Historic Preservation Officer, and Advisory Council of Historic Preservation (as required). The Recipient shall provide response comments 10 days after receiving Government comments to the draft or review submittals. The Recipient shall incorporate all Government comments into the final submittals. Other Government agencies reviewing the reports include but are not limited to the Army Corps of Engineers, Bureau of Land Management, Bureau of Reclamation, and U.S. Fish and Wildlife Service.

R. Qualifications

Due to the complexity of work, the recipient/cooperator's key personnel are requirement to have with the following minimum qualifications:

1. Primary Investigator / Project Manager (PI/PM): The recipient/cooperator designated individual responsible for ensuring that provisions are in place for project and personnel supervision, quality control, and meeting of reporting requirements. At a minimum, this person possesses at least five (5) years of experience in the rehabilitation of historic structures and has particular experience in adobe mud brick buildings and the use of lime-based plasters and finishes that are appropriate for adobe brick.

2. Professional Staff: The recipient/cooperator is responsible for providing additional professional staff knowledgeable in historic structures rehabilitation with particular experience in historic masonry, carpentry and millwork. The staff needs to have experience in survey and documentation of historic buildings, and earthen architecture conservation.

END

ATTACHMENT A

SELF-INSURANCE REQUIREMENTS FORM

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1 Public Liability and Property Damage

a) Required minimum amounts of insurance listed below:

\$ N/A	Fire and Extended Coverage
\$ 1,000,000	Third Party Property Damage
\$ 1,000,000	Third Party Personal Injury Per Person
\$ 1,000,000	Third Party Personal Injury Per Accident

2 Self-Insurance Requirements:

If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item #1.

The following information, written on your organization's letterhead, is also required:

- A brief description of your organization's self-insurance program, with reference to statutory or regulatory authority establishing the self-insurance program.
- The name and telephone number of your organization's self-insurance program administrator.
- Reference the appropriate military facility and cooperative agreement number.

3 If Your Self-Insurance Program Does Not Meet the Above Minimum Requirements

- Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.
- The following endorsements are required for Excess Liability insurance policies:
 - a) "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."

- b) "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self-insurance program."
- c) "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
- d) "This insurance certificate is for use of facilities at Marine Corps Base Camp Pendleton under this Cooperative Agreement, No. N62473-15-2-0012.

4 NOTICE: "Right To Use" Documents Will Not Be Fully Executed Until Certificate is Received with Proper Endorsements

ATTACHMENT B

NON SELF-INSURED REQUIREMENTS FORM

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1 Public Liability and Property Damage

a) Required minimum amounts of insurance listed below:

- \$ N/A Fire and Extended Coverage
- \$ 1,000,000 Third Party Property Damage
- \$ 1,000,000 Third Party Personal Injury Per Person
- \$ 1,000,000 Third Party Personal Injury Per Accident

2 The Certificate of Insurance Must Contain the Following Endorsements:

- a) "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b) "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."
- c) "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States."
- d) "This insurance certificate is for use of facilities at Marine Corps Base Camp Pendleton under this Cooperative Agreement, No. N62473-15-2-0012."
- e) Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

3 NOTICE: "Right To Use" Documents Will Not Be Fully Executed Until Certificate is Received with Proper Endorsements

COOPERATIVE AGREEMENT #N62473-15-2-0012
(For invoicing purposes use N62473-15-2-0012)

**SCOPE OF WORK FOR
STUDIES, RESEARCH, AND TECHNICAL ASSISTANT
FOR HISTORIC PROPERTIES FOR
CULTURAL RESOURCES MANAGEMENT PROGRAM
MARINE CORPS BASE CAMP PENDLETON,
SAN DIEGO COUNTY, CALIFORNIA**

PROJECT ONE (1)

1.0 GENERAL REQUIREMENTS

a. Purpose. This work requires an onsite support person located at MCIWEST-MCB Camp Pendleton, California. The work shall involve: travel to installation to conduct studies, research, training, and fieldwork.

b. Description of Objectives

The intent of this project is to obtain architectural conservation work and technical oversight for the continued restoration of the Las Flores Adobe Ranch House. Work includes:

- 1) Installing fixtures and reinstate flooring in Rooms 2 and 5
- 2) Installing bird netting and deterrents in selected location.
- 3) Conduct annual maintenance of fire suppression system including cleaning air monitoring and replacing filters as needed
- 4) Develop a landscape plan for the front of the house (south side)
- 5) Implement select portions of the finishes and furnishings plan for 11, 12, and 15
- 6) Continue repair of earthen, lime, and other historic finishes

2.0 GOVERNMENT FURNISHED PROPERTY, MATERIALS, AND SERVICES

2.1 GENERAL

The Government will furnish or make available to the Cooperator certain Government owned material for use under this task order.

a. Government Furnished Facilities. The Government will not furnish or make available to the Cooperator any facilities.

b. Government Furnished Equipment. The Government will no furnish or make available to the Cooperator any tools or equipment.

c. Government Furnished Material. Upon ward of the task order, the Government will furnish or make available to the Cooperator certain material for review purposes only. If not provided at or before the pre-performance conference, the Cooperator shall be responsible for coordinating access to this material and duplicating as needed. The material may include, but is noted limited to, pertinent aerial photos, maps, studies, plans, surveys, reports, and photographs. A list of points of contact for individuals and/organizations that may have relevant information for the agreed effort will also be provided. The Government will make the following available after the award of this task order:

- a) State of California DPR form CA-SDI-812/H
- b) Property Record Card information from iNFADS for Building 41411
- c) Las Flores Adobe NRHP Nomination form (Entry No. 68000021)
- d) Las Flores Adobe NRHP Nomination form update (JRP 1991)
- e) Las Flores Estancia NRHP Nomination form (Entry No. 93000391; Schaefer 1992)

3.0 TECHNICAL REQUIREMENT

The recipient/cooperator is responsible for reviewing pertinent files at the Installation and past research conducted at the Installation.

The recipient/cooperator is required to coordinate with the Installation Representative in planning and carrying out field activities.

The recipient/cooperator is tasked with providing technical oversight throughout the project to ensure that the conservation conforms to the Secretary of the Interior Standards for Rehabilitation (SOI Standards) and with the Section 106 MOA for the rehabilitation of the Las Flores Adobe.

The recipient/cooperator is required to perform the following:

- 1) Provide technical oversight throughout the project to ensure that the conservation conforms to the Secretary of the Interior Standards for Rehabilitation (SOI Standards) and with the Section 106 MOA for the rehabilitation of the Las Flores Adobe.
- 2) Implement select portions of the Finishes and Furnishings Plan for Rooms 2 and 5 for SHPO concurrence
- 3) Implement select portions of the Finishes and Furnishings Plan for Rooms 11, 12, and 15 for SHPO concurrence
- 4) Develop a landscape plan and design for the front of the house (south side) for SHPO

concurrency

5) Conduct the following conservation tasks in accordance with SOI Standards:

(i) Repair of selected ranch house plasters and finishes

(ii) Rehabilitate select portions of the Landscape Plan for SHPO concurrency

The recipient/cooperator shall prepare a detailed summary of planned work for MCIWEST-MCB Camp Pendleton submittal to SHPO for review and approval. A completion report shall be submitted to MCIWEST-MCB Camp Pendleton after this task and associated subtasks are completed for Government review and approval.

3.1 DELIVERABLES

1. Task 1: Las Flores Adobe Ranch Conservation Work. The following deliverables to be provide by the recipient/cooperator:

a) Proposed Field Schedule in writing to Installation Representative during the Kickoff meeting. The schedule will identify by date, time and personnel, and location when sites are to be visited. Any variation(s) will be emailed to the Installation Representative at least 48 hours in advance of any changes.

b) Detailed Work Plan Summaries for each year of work (base and options) suitable for submittal to SHPO

c) Quarterly Progress Reports for task or subtasks completed for the reporting period and clearly identifying the Project #, Project Title, Modification # (if applicable) and Line of Accounting accompanying each invoice.

d) Work Plans (draft and final) for each year of work (base and options) describing planned work, key personnel, and procedures including safety procedures).

e) Annual Completion Report (draft and final). Prepared for each year of completed work describing results of research, tasks completed, description of issues encountered, how issues were resolved, key personnel involved and summary of recommendations.

f) Legible copies of the field notes, data forms and other information may be provided to the Installation Representative upon request.

g) Summary Completion Report (draft and final). Prepared as a summary of the major tasks completed including base and option years describing results of research, tasks completed, description of issues encountered, how issues were resolved, key personnel involved and summary of recommendations.

**COOPERATIVE AGREEMENT #N62473-15-2-0012
(For invoicing purposes use N62473-15-2-0012)**

**SCOPE OF WORK FOR
SANTA MARGARITA RANCH HOUSE
CULTURAL LANDSCAPE REPORT FOR
TREATMENT, MANAGEMENT, AND MAINTENANCE
MARINE CORPS BASE CAMP PENDLETON,
SAN DIEGO COUNTY, CALIFORNIA**

**PROJECT TWO (2)
STEP #PE2015C22CN3671**

1.0 GENERAL REQUIREMENTS

The intention of this solicitation is to obtain cultural resources services and expertise to prepare a Cultural Landscape Report for the Santa Margarita Ranch House designed historic landscape to support treatment, management, and maintenance of the historic landscape designed by landscape architect Paul Howard. The landscape is a 21-acre parcel lushly landscaped around Mediterranean plantings on MCB Camp Pendleton. Appropriate treatment will ensure that the historic characteristics of the Santa Margarita Ranch House's designed landscape historic characteristics are preserved and maintained. The Cooperator shall furnish all labor, management, supervision, tools, materials, travel, lodging/subsistence, equipment, incidental engineering, and transportation to develop and provide this updated nomination form in accordance with Sections 106 and 110 of the National Historic Preservation Act (NHPA) of 1966, as amended. Professional services are required at MCB Camp Pendleton to manage this National Register of Historic Places (NRHP) listed historic property.

The Cooperator shall manage the total work effort and assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for California Landscape Architects for the Treatment of Historic Properties. The work effort shall be consistent with National Register Bulletin 18 *How to Evaluate and Nominate Designed Historic Landscapes* and National Register Bulletin 36 *Protecting Cultural Landscapes: Planning, Treatment, and Management of Designed Landscapes*.

a. Purpose. This Cultural Landscape Report Landscape Maintenance plan will enable Camp Pendleton to appropriately manage and maintain the designed historic landscape which has been identified as a eligible for listing on the National Register of Historic Places (NRHP) (see Section 1.c below). Camp Pendleton is currently in the process of updating the National Register listing for the Santa Margarita Ranch House Complex.

b. Study Area. The Base is located in the northwestern portion of San Diego County, California, immediately north of the city of Oceanside. The Santa Margarita Ranch House including the

landscaping area includes 22 acres of Marine Corps Base, Camp Pendleton as delineated on the Camp Joseph H. Pendleton 1:32,500 Training Map.

c. Background Information. The Santa Margarita Ranch House Complex was listed on the National Register of Historic Places (NRHP) in 1971 identifies the historic property under Criteria A and C and includes the main ranch house (Building 24154) in the statement of significance but mentions the Bunkhouse (Building 24152), Chapel (Building 24150) as well as 10 acres of landscaped grounds in the description of the property (National Register entry No. 710506003). In 1994, JRP Historical Consulting updated the nomination form and provided a detailed assessment of the property. They identified the historic property at the National level of significance under NRHP eligibility Criteria A, B, C, and D. The property designated under this nomination (CA-SDI-12,599H) includes the Santa Margarita Ranch House, the Chapel (Building 24150), the bunkhouse (Building 24152), an adobe outhouse (converted to laundry room; Building 24153), and the surrounding 21-acre parcel of land as well as the flagpole (Building 24155) and the entry gate as a contributors on the nomination form (JRP 1994). The ranch has made a contribution to the major patterns of American history because it is a representative example of the rancho culture and economy that developed in California during the Mexican period (Criterion A) and was also the residence of Juan Forester, a prominent rancho in the American past (Criterion B). Architecturally, the Santa Margarita Ranch House is as an excellent example of Spanish Colonial/Mexican California architecture, and is thus eligible for NRHP listing under Criterion C. California State Historic Preservation Officer (SHPO) has recently concurred on the eligibility determination for Criteria B and D.

2.0 GOVERNMENT FURNISHED PROPERTY, MATERIALS, AND SERVICES

2.1 GENERAL

The Government will furnish or make available to the Cooperator certain Government owned material for use under this task order.

a. Government Furnished Facilities. The Government will not furnish or make available to the Cooperator any facilities.

b. Government Furnished Equipment. The Government will no furnish or make available to the Cooperator any tools or equipment.

c. Government Furnished Material. Upon ward of the task order, the Government will furnish or make available to the Cooperator certain material for review purposes only. If not provided at or before the pre-performance conference, the Cooperator shall be responsible for coordinating access to this material and duplicating as needed. The material may include, but is noted limited to, pertinent aerial photos, maps, studies, plans, surveys, reports, and photographs. A list of points of contact for individuals and/organizations that may have relevant information for the agreed effort will also be provided. The Government will make the following available after the award of this task order:

1. State of California DPR form CA-SDI-10156/12599/H

2. Property Record Card information from iNFADS for Buildings 24154, 24152, 24150, and 24153
3. HSR for Santa Margarita Ranch House (2007)
4. Santa Margarita Ranch House NRHP Nomination form (Entry No. 715060013) (1971)
5. Santa Margarita Ranch NRHP Nomination form (JRP 1994)

3.0 TECHNICAL REQUIREMENT

The service required by this cooperative agreement is professional and cooperators shall meet the federal regulations and guidelines according to the Secretary of the Interior's (SOI) Professional Qualification Standard (36 CFR Part 68 in the 12 July 1995 Federal Register (Vol. 60, No. 133)). All work shall be conducted in accordance with Section 106 and 110 of the National Historic Preservation Act (NHPA) of 1966, as amended, and the Environmental Compliance and Protection Manual MCO P5090.2A CH3. The created *as-built period plan* and specifications shall be prepared by a California state licensed Landscape Architect who also meets the SOI's Professional Qualification Standard as cited above and is the Designer of Record (DOR).

3.1 CULTURAL LANDSCAPE REPORT

The cooperator will conduct historical research, a field investigation to inventory and document existing condition, develop an existing conditions plan including an as-built period plan and a plant palette, conduct a historic plant inventory, generate period plans, recommend a treatment plan for rehabilitation with implementation strategy of long and short term maintenance tasks (work needed) documented in a maintenance plan including a schedule and cost estimates.

All services shall include Native American, interested parties, and the public. Native American involvement, including at least one Native American monitor, shall always be included where archaeological sites are involved and where there is the potential for Traditional Cultural Properties. Requirements for records and literature search, work plan, field investigation, and report preparation required for all submittals are as follows:

- a. Historic Research, Records, and Literature Search. The Cooperator shall conduct historic research, records, literature, and document search updating the existing records including National Register listings. The records and literature search shall be conducted for the study area and within a one-mile radius of the study area. The records and literature shall be conducted at the designated Information Center (South Coastal Information Center) and the MCB Camp Pendleton, Environmental Security's Cultural Resources Section files as well as access the California Historical Resources Information System (CHRIS), MCB Camp Pendleton History and Museums office, National Archives, Library of Congress (HABS records and photographs) and any other museum or institution known to have these types of records including but not limited to local city or county archives, federal archives, local historical societies, libraries and archives, etc. The requirements for CHRIS are described in the CHRIS Manual. The Cooperator shall be required to submit

a user agreement to access CHRIS. The records and literature search at Camp Pendleton shall be conducted in consultation with the Client POC.

b. Work Plan. The Cooperator shall prepare a written research strategy tailored this study. The work plan shall include a detailed schedule with milestones and dates for completion of tasks on MS Project in the format (typically tracking gantt charts) as well as a list of personnel and a description of the roles they will fill for required tasks with detailed resumes outlining their qualifications. The work plan shall follow the ARMR format as identified above.

c. Field Investigation. The cooperator shall conduct a field investigation to document the existing conditions and create a detailed record of the landscape and its features. The cooperator shall include a National Register boundary delineation, identify documentation methodologies and techniques, and identify management zones based on the integrity and significance of each landscape component. These detailed records shall be used in conjunction with the historic research results to create the current as-built plan (since the 1942-1943 Hunt/Howard plan has not been found to date) including irrigation systems and site drainage and period plans (Pio Pico, Forster, O'Neill, and Marine Corps periods) to conduct a site specific analysis and determine the historic significance and integrity of the landscape for the Santa Margarita Ranch House in accordance with the National Register Criteria (See National Register Bulletin 18 How to Evaluate and Nominate Designed Historic Landscapes). During this field investigation the cooperator shall also a historic plant inventory within the landscape to determine if there are any plants that have historical or botanical significance.

d. Cultural Landscape Report. The cooperator shall prepare a report which shall include historic research, records and literature search, results of field investigation and analysis, and recommendations for the treatment, management, and maintenance of historic designed landscape and other listed properties listed on the NRHP or eligible historic properties that also occur within or near the landscape boundary and may be affected by the treatment and maintenance of the landscape. The report shall specifically address the specific treatment approach (rehabilitation) and avoid recommendations that create false historicism. The maintenance portion of the report shall include temporary and emergency measures required to prevent the deterioration, failure or loss without altering the site existing characteristics, work needed, schedule and frequency (weekly, monthly, annual, etc.), and cost estimates with details for plantings, irrigation, treatment for pests, fertilizing, etc. and specific recommendations for retention, repair, removal, and replacement. Plans and specifications will be created of the current extant landscape as the *as-built period plan* existing landscape with plant species including as well as irrigation and drainage systems. Plants and irrigation will be kept 18 inches away from all adobe structures at the Santa Margarita. The created *as-built period plan* must be professionally signed in accordance with UFC 1-300-09N, *Design Procedures*. All final cooperato-originated design drawings shall be signed, dated, and bear the seal of the registered architect in accordance with UFC 1-300-09N. This seal shall be the seal of the Designer of Record for that drawing, and who is professionally registered for work in that discipline. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Cooperator; and reviewed by the Cooperative Agreement Administrator shall be used to construct the project. Submit all CADD files for the final drawings on CD-ROM disks in AutoCAD 2010 format. Drawing files shall be full files, uncompressed and unzipped. Paper copies include ½ size drawings (11x17) of the plans and specifications as an attachment to the Cultural Landscape Report.

e. Report Preparation. The Cultural Landscape Report shall follow the format specified in above and be subject to review within the Department of Defense as well as other agencies including but not limited to the SHPO, the ACHP, BLM, BOR, etc. The draft Cultural Landscape Report with attachments will be submitted to SHPO for review and comment. The report shall include the items specified above as well as the following:

1. Type of historic property investigated.
2. Boundaries of the Santa Margarita Landscape.
3. Method for the investigation.
4. Maps and figures showing precise location of historic properties identified and plant/tree illustrations. Maps shall include: regional maps locating the study area with reference points. Location maps shall indicate the landscape areas on United States Geological Society (USGS) Quadrangles 7.5' series 1:25,000-foot scale. Site maps shall have a scale which can range from 1-inch equals 10 meters to 1-inch equals 25 meter. Site maps shall also include identifying geographical features such as fence lines, power poles, rock outcrops, roads, buildings, etc., landscape boundary, historic features, and plant locations. All maps shall include a legend, scale, and north arrow indicating true and magnetic north.
5. The Cooperator shall include sufficient information on the historic property's characteristics, potential significance, apparent integrity, and boundary.
6. The Cooperator shall develop recommendations for follow on actions, projects, etc. which will help the activities meet or stay in compliance with the National Historic Preservation Act and other cultural resources preservation laws and regulations.
7. The Cooperator shall coordinate consultation with Native Americans as specified above. The Cooperator shall also coordinate consultation, as requested, with Native Americans and other interested persons, groups, tribes, bands and others regarding the cultural resources in support of the base's Cultural Resources program. The Cooperator shall provide copies of all correspondence regarding this matter to the Client POC as soon as it is received.

3.2 DELIVERABLES AND SUBMITTAL SCHEDULE

The agreement completion date is March 2016

Submittals:

Submittal	Number of Hard Copies	Number of CDs (Electronic copy)
Draft Work Plan	3	0

Final Work Plan	5	2
Advanced Draft Report	2	2
Draft Report	4	2
Final Report	3	26
Unbound Final Report	1	0

All submittals shall be sent to the Client POC listed below.

Technical/Client POC:

Danielle Page, Supervisory Archaeologist
Cultural Resources Section
Environmental Security
Marine Corps Base Camp Pendleton, CA 92055-5008
phone: (760) 725-9738, DSN: 725-9738
fax: (760)763-6682
email: danielle.page@usmc.mil

**COOPERATIVE AGREEMENT #N62473-15-2-0012
(For invoicing purposes use N62473-15-2-0012)**

**SCOPE OF WORK FOR
SAN ONOFRE BEACH CLUB
PLAN FOR TREATMENT, MANAGEMENT,
REPAIR, AND MAINTENANCE
MARINE CORPS BASE CAMP PENDLETON,
SAN DIEGO COUNTY, CALIFORNIA**

**PROJECT THREE (3)
STEP #PE2015OPBCN4130**

1.0 GENERAL REQUIREMENTS

The intention of this solicitation is to obtain cultural resources services and expertise to prepare an historic property maintenance and repair plan for the San Onofre Beach Club (Building 51811), a National Register eligible historic property, to support treatment, management, repair and maintenance of this historic property designed by architect Myron Hunt. This building is 10,240 square feet, was built in 1946, and has recently undergone seismic stabilization and repair in accordance with the *Secretary of the Interior's Standards for Rehabilitation, and Guidelines for Rehabilitating Historic Buildings* and Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended in consultation with the California SHPO. Appropriate treatment will ensure that the historic characteristics of this property are preserved and maintained. The Cooperator shall furnish all labor, management, supervision, tools, materials, travel, lodging/subsistence, equipment, incidental engineering, and transportation to develop and provide historic property maintenance and repair plan in accordance with Sections 106 and 110 of the NHPA. Professional services are required at MCB Camp Pendleton to manage this National Register of Historic Places (NRHP) eligible historic property.

The Cooperator shall manage the total work effort and assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for California Landscape Architects for the Treatment of Historic Properties. The work effort shall be consistent with *Secretary of the Interior's Standards for Rehabilitation, and Guidelines for Rehabilitating Historic Buildings*.

a. Purpose. This historic property maintenance and repair plan will enable Camp Pendleton to appropriately manage and maintain the San Onofre Beach Club which has been identified as eligible for listing on the National Register of Historic Places (NRHP) (see Section 1.c below).

b. Study Area. The Base is located in the northwestern portion of San Diego County, California, immediately north of the city of Oceanside (See Attachment A). The San Onofre Beach club is within the 51 Area at San Onofre Beach Recreational Area located on the northwestern of Marine Corps Base, Camp Pendleton as delineated on the Camp Joseph H. Pendleton 1:32,500 Training Map.

c. Background Information. The San Onofre Beach Club (1946), a historic property determined NRHP eligible under Criteria A and C. The Club is the last major work of a "master Architect," Myron Hunt and serves as a tribute to the Spanish Revival style that Hunt popularized throughout California. In 2013, Camp Pendleton leadership decided to pursue renovation of this historic property. Critical repairs included seismic resistance, brick chimney, exterior pergola, foundation, roof, and mechanical and electrical systems. All areas affected by the repair were in compliance with ATFP, Fire Suppression, Seismic, ASHRAE, and LEED requirements.

2.0 GOVERNMENT FURNISHED PROPERTY, MATERIALS, AND SERVICES

2.1 GENERAL

The Government will furnish or make available to the Cooperator certain Government owned material for use under this task order.

a. Government Furnished Facilities. The Government will not furnish or make available to the Cooperator any facilities.

b. Government Furnished Equipment. The Government will no furnish or make available to the Cooperator any tools or equipment.

c. Government Furnished Material. Upon ward of the task order, the Government will furnish or make available to the Cooperator certain material for review purposes only. If not provided at or before the pre-performance conference, the Cooperator shall be responsible for coordinating access to this material and duplicating as needed. The material may include, but is noted limited to, pertinent aerial photos, maps, studies, plans, surveys, reports, and photographs. A list of points of contact for individuals and/organizations that may have relevant information for the agreed effort will also be provided. The Government will make the following available after the award of this task order:

1. State of California DPR form Building 51811
2. Property Record Card information from iNFADS for Buildings 51811
3. HSR for Building 51811 (2011)
4. As-built from recent seismic stabilization and repair

3.0 TECHNICAL REQUIREMENT

The service required by this cooperative agreement is professional and cooperator employees shall meet the federal regulations and guidelines according to the Secretary of the Interior's (SOI) Professional Qualification Standard (36 CFR Part 68 in the 12 July 1995 Federal Register (Vol. 60, No. 133)). All work shall be conducted in accordance with Section 106 and 110 of the National Historic Preservation Act (NHPA) of 1966, as amended, and the Environmental Compliance and Protection Manual MCO P5090.2A CH3. The historic property maintenance and repair plan shall be prepared by an architectural conservator who also meets the SOI's Professional Qualification Standard as cited.

3.1 Historic Property Maintenance and Repair Plan

The cooperator shall conduct historical research, a field investigation to inventory and document existing condition, develop an existing conditions plan including an as-built plan,, develop a treatment plan for rehabilitation with implementation strategy of long and short term maintenance and repair tasks (work needed) documented in a maintenance repair plan including a schedule and cost estimates. This plan shall meet all of the requirements established under the *Programmatic Agreement for Among the United States Marine Corps, the Advisory Council on Historic Preservation, and the California Historic Preservation Officer Regarding the Process for Compliance with Section 106 of the National Historic Preservation Act for Undertakings on Marine Corps Base Joseph H. Pendleton*, Attachment D.III Standard Resource Protection Measures, Approval of Special Circumstances for routine repair and maintenance of historic structures.

Requirements for records and literature search, work plan, field investigation, and report preparation required for all submittals are as follows:

a. Historic Research, Records, and Literature Search. The Cooperator shall conduct historic research, records, literature, and document search updating the existing records. The historic records and literature shall be conducted at the designated Information Center (South Coastal Information Center) and the MCB Camp Pendleton, Environmental Security's Cultural Resources Section files as well as access the California Historical Resources Information System (CHRIS), MCB Camp Pendleton History and Museums office, National Archives, Library of Congress (HABS records and photographs) and any other museum or institution known to have these types of records including but not limited to local city or county archives, federal archives, local historical societies, libraries and archives, etc. The requirements for CHRIS are described in the CHRIS Manual. The Cooperator shall be required to submit a user agreement to access CHRIS. The records and literature search at Camp Pendleton shall be conducted in consultation with the Client POC.

b. Work Plan. The Cooperator shall prepare a written research strategy tailored this study. The work plan shall include a detailed schedule with milestones and dates for completion of tasks on MS Project in the format (typically tracking gantt charts) as well as a list of personnel and a description of the roles they will fill for required tasks with detailed resumes outlining their qualifications.

c. Field Investigation. The cooperator shall conduct a field investigation to document the existing conditions and character-defining features for the historic property maintenance and repair plan. The cooperator shall include a National Register boundary delineation, identify documentation methodologies and techniques, and identify needed anticipated maintenance and repairs based on the integrity and significance of each character-defining feature. These detailed records shall be used in conjunction with the historic research results to document the current as-built plan (since the 1946 Hunt plan has not been found to date) including site drainage and other period to conduct a site specific analysis and determine the needed and anticipated maintenance and repair requirements.

d. Historic Properties Maintenance and Repair Plan. The cooperator shall prepare a report which shall include historic research, records and literature search, results of field investigation and analysis, and recommendations for the treatment, management, and maintenance of historic designed landscape and other listed properties listed on the NRHP or eligible historic properties that also occur within or near the landscape

boundary and may be affected by the treatment and maintenance of the landscape. The report shall specifically address the specific treatment approach (rehabilitation) and avoid recommendations that create false historicism. The maintenance portion of the report shall include temporary and emergency measures required to prevent the deterioration, failure or loss without altering the site existing characteristics, work needed, schedule and frequency (weekly, monthly, annual, etc.), and cost estimates with details for maintenance and repair and specific recommendations for retention, repair, removal, and replacement. Plans and specifications will be created of the *as-built plan* available from the recent seismic stabilization and repair project. All final cooperator-originated design drawings shall be signed, dated, and bear the seal of the registered architect in accordance with UFC 1-300-09N. This seal shall be the seal of the Designer of Record for that drawing, and who is professionally registered for work in that discipline. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Cooperator; and reviewed by the Cooperative Agreement Administrator shall be used to construct the project. Submit all CADD files for the final drawings on CD-ROM disks in AutoCAD 2010 format. Drawing files shall be full files, uncompressed and unzipped. Paper copies include ½ size drawings (11x17) of the plans and specifications as an attachment to the historic properties treatment plan.

e. Report Preparation. The historic properties treatment plan shall follow the format specified in above and be subject to review within the Department of Defense as well as other agencies including but not limited to the SHPO, the ACHP, BLM, BOR, etc. The draft historic properties treatment plan with attachments will be submitted to SHPO for review and comment. The report shall include the items specified above as well as the following:

1. Type of historic property investigated.
2. Boundaries of the historic property.
3. Method for the investigation.
4. Maps and figures showing precise location of historic properties identified and plant/tree illustrations. Maps shall include: regional maps locating the study area with reference points. Location maps shall indicate the landscape areas on United States Geological Society (USGS) Quadrangles 7.5' series 1:25,000-foot scale. Site maps shall have a scale which can range from 1-inch equals 10 meters to 1-inch equals 25 meter. Site maps shall also include identifying geographical features such as fence lines, power poles, rock outcrops, roads, buildings, etc., landscape boundary, historic features, and plant locations. All maps shall include a legend, scale, and north arrow indicating true and magnetic north.
5. The Cooperator shall include sufficient information on the historic property's characteristics, potential significance, apparent integrity, and boundary.
6. The Cooperator shall develop recommendations for follow on actions, projects, etc. which will help the activities meet or stay in compliance with the National Historic Preservation Act and other cultural resources preservation laws and regulations.

3.2 DELIVERABLES AND SUBMITTAL SCHEDULE

Submittals:

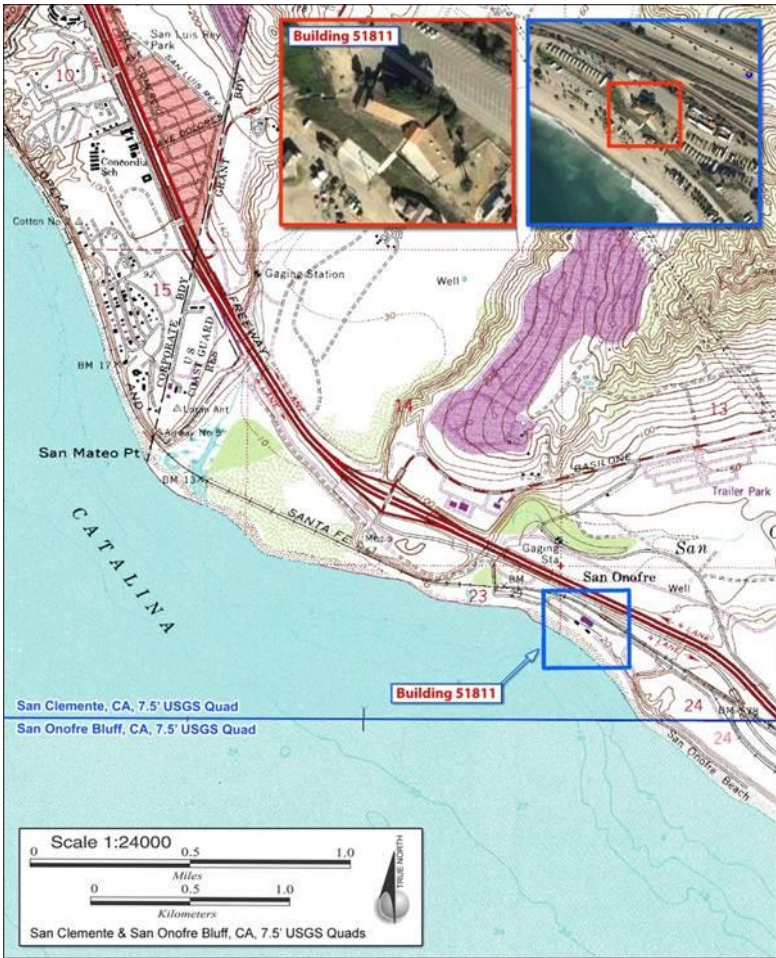
Submittal	Number of Hard Copies	Number of CDs (Electronic copy)
Draft Work Plan	3	0
Final Work Plan	5	2
Advanced Draft Report	2	2
Draft Report	4	2
Final Report	3	26
Unbound Final Report	1	0

All submittals shall be sent to the Client POC listed below.

Technical/Client POC:

Danielle Page, Supervisory Archaeologist
Cultural Resources Section
Environmental Security
Marine Corps Base Camp Pendleton, CA 92055-5008
Phone: (760) 725-9738, DSN: 725-9738
Fax: (760)763-6682
Email: danielle.page@usmc.mil

Attachment A



Location San Onofre Beach Club (Building 51811)

COOPERATIVE AGREEMENT #N62473-15-2-0012
(For invoicing purposes use N62473-15-2-0012)

SCOPE OF WORK FOR
NATIONAL REGISTER NOMINATION FOR
BUILDING 1133
MARINE CORPS BASE CAMP PENDLETON,
SAN DIEGO COUNTY, CALIFORNIA

PROJECT FOUR (4)
STEP #PE2015C22CN4219

1.0 GENERAL REQUIREMENTS

The intention of this solicitation is to obtain cultural resources services for a National Register nomination for Building 1133 on Marine Corps Base (MCB) Camp Pendleton. The Cooperator shall furnish all labor, management, supervision, tools, materials, travel, lodging/subsistence, equipment, incidental engineering, and transportation to develop and provide this updated nomination form in accordance with Section 110 of the National Historic Preservation Act (NHPA) of 1966, as amended. Professional services are required at MCB Camp Pendleton to manage this National Register of Historic Places (NRHP) listed historic property.

a. Purpose. All Marine Corps installations are responsible for nominating historic properties to the NRHP, as appropriate to facilitate the mission, in consultation with Headquarters United States Marine Corps (HQMC). An updated National Register nomination will identify all of the property's character-defining features and contributing elements and will help MCB Camp Pendleton make planning decisions regarding future land use and other management decisions in support of training, facilities development, and maintenance to comply with Sections 106 and 110 of the NHPA.

b. Study Area. The Base is located in the southeastern portion of San Diego County, California, immediately north of the city of Oceanside. Building 1133 is within the 11 Area (Mainside) near the intersections of 14th and E Street (see attached location map; Attachment 1). The work will be carried out using the procedures identified in National Register Bulletin 16a and 16b.

c. Key personnel and employees. Key personnel working under this task order shall have the following qualifications.

1. The Cooperator shall ensure that employees possessing the minimum education and experience as required in Attachment 2 are assigned to this task order.

e. Regular Working Hours. The Government's regular (normal) working hours are from 0730 to 1630 Mondays through Fridays except (1) federal holidays and (2) other days specifically designated by the Cooperative Agreement Administrator.

1. Federal Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

f. Background Information. Building 1133 was designed by Myron Hunt, R.C. Chambers, and E. L. Ellingwood and was built in 1943. This large, wood-frame building takes on the shape of two connected Swiss crosses, with all the arms uniformly 28 ft. wide. The building's principal (west) facade extends 242 ft., and it extends 96 ft., front to rear. A 10 ft. wide porch extends 100 ft. across the central element of the facade, connecting the north and south wings. The central element of Building 1133 is two stories high, as are the east (rear) extending elements of the north and south wings. A wood-framed boiler room with a smokestack is located along the rear facade.

Building 1133 meets the criteria for listing in the National Register of Historic Places (NRHP) under Criterion A because it is a tangible example of the growing presence of the Marine Corps on the West Coast during World War II. The majority of the World War II-era buildings constructed at Camp Pendleton were of a temporary nature, and Building 1133 is one of the few relatively unaltered structures of this type remaining at the base. The building has been modified by the addition of metal stairs, a ramp, and the removal of the original wooden stairs. (JRP Historical Consultants 2000)

2.0 GOVERNMENT FURNISHED PROPERTY, MATERIALS, AND SERVICES

2.1 GENERAL

The Government will furnish or make available to the Cooperator certain Government owned material for use under this task order.

a. Government Furnished Facilities. The Government will not furnish or make available to the Cooperator any facilities.

b. Government Furnished Equipment. The Government will no furnish or make available to the Cooperator any tools or equipment.

c. Government Furnished Material. Upon ward of the task order, the Government will furnish or make available to the Cooperator certain material for review purposes only. If not provided at or before the pre-performance conference, the Cooperator shall be responsible for coordinating access to this material and duplicating as needed. The material may include, but is noted limited to, pertinent aerial photos, maps, studies, plans, surveys, reports, and photographs. A list of points of contact for individuals and/organizations that may have relevant information for the agreed effort will also be provided. The Government will make the following available after the award of this task order:

1. State of California DPR form Building 1133
2. Property Record Card information from iNFADS for Building 1133
3. Historic Structures Report on Building 1133 (ASM 2011)
4. Historic Resources Inventory and Evaluation MCB Camp Pendleton (HDR 2014)

3.0 TECHNICAL REQUIREMENT

The service required by this cooperative agreement is professional and cooperator employees shall meet the federal regulations and guidelines according to the Secretary of the Interior's Professional Qualification Standards (Federal Register Notice, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44738-44739). All work shall be conducted in accordance with Section 106 and 110 of the National Historic Preservation Act (NHPA) of 1966, as amended, and the Environmental Compliance and Protection Manual MCO P5090.2A CH 3.

3.1 PROJECT GOAL AND TASKS

The goal of this project is to provide the MCB Camp Pendleton an updated nomination form for the Las Flores Adobe. The cooperator shall update the previously prepared National Register Forms, only when the new information will change or add to the existing information of the nomination form using National Register of Historic Places Register forms (NPS Forms 10-900 and 10-900a) The Cooperator shall follow the Guidelines for How to Complete National Register Registration Form (National Register Bulletin 16A) and How to Complete the National Multiple Property Documentation Form (National Register Bulletin 16B). The forms shall be included as a draft for review and comments as well as final.

It is USMC policy that nomination forms prepared by installations be submitted to the SHPO and any consulting partners, as applicable, for review and comment, and be staffed for signature by the USMC Deputy Federal Preservation Officer (FPO). Once signed, the forms will be returned to the installation for submittal to the Keeper of the National Register through the SHPO.

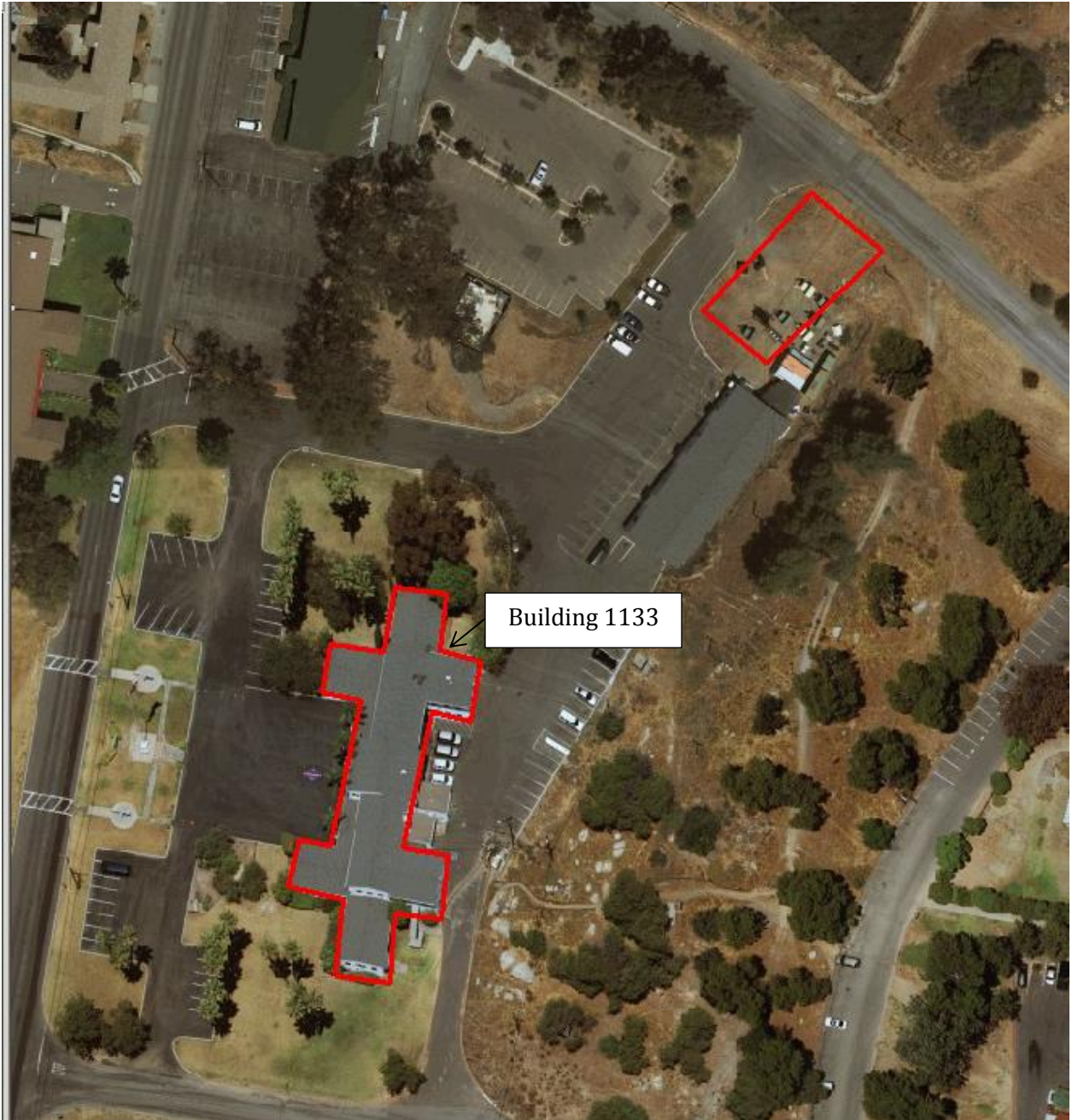
3.2 DELIVERABLES AND SUBMITTAL SCHEDULE

- a. Advanced Draft Nomination Form. The Cooperator shall deliver two (2) printed and four (4) electronic copies of the Advanced Draft Nomination Form 120 days after the award.
- b. Draft Nomination Form. The Cooperator shall deliver five (5) printed and five (5) electronic copies of the Draft Nomination Form 30 days after receipt of the Government's Advanced Draft comments. The Draft version of the deliverable must incorporate, or address, all Government Advanced Draft comments. The Draft version shall be accompanied by a response table from the Cooperator, which identifies how all Government comments have been addressed.
- c. Final Nomination Form. The Cooperator shall deliver five (5) printed and five (5) electronic copies of the Final Nomination Form 15 days after receipt of the Government's Draft comments. The Final version of the deliverable must incorporate, or address, all Government Draft comments. The Final Nomination Form shall be accompanied by a response table from the Cooperator, which identifies how all Government comments have been addressed.

All submittals shall be sent to the Client POC listed below.

Client POC: Danielle Page, Supervisory Archaeologist/Cultural Resources Manager
Cultural Resources Section
Environmental Security
Marine Corps Base Camp Pendleton, CA 92055-5008
Phone: (760) 725-9738, DSN: 725-9738
Fax: (760) 763-6682
Email: danielle.page@usmc.mil

ATTACHMENT 1



Location OF Building 1133

ATTACHMENT WAWF

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Cooperator shall--

(1) Have a designated electronic business point of contact in the Central Cooperator Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Cooperator should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Cooperator must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: **N62473-15-2-0012**.

(1) Document type. The Cooperator shall use the following document type(s).

NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE

(2) Inspection/acceptance location. The Cooperator shall select the following inspection/acceptance location(s) in WAWF, as specified by the Cooperative Agreement Administrator.

Issue by and admin DoDAAC is N62473/RAQE0

Pay Official DoDAAC is N68732

(3) Document routing. The Cooperator shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N62473
Admin DoDAAC	N62473
Inspect By DoDAAC	N62473/RAQE0
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N62473/RAQE0
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/RAQE0
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request and supporting documentation. The Cooperator shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work

performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Cooperator shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

NAVFAC_SW_RAQE0_inspector@navy.mil

(g) WAWF point of contact. (1) The Cooperator may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

NOT APPLICABLE

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)