

22 July 2015

REQUEST FOR STATEMENT OF INTEREST
N62473-15-2-0016
PROJECT TO BE INITIATED IN 2015
GEOGRAPHIC INFORMATION SYSTEMS DATA MODEL TEST
NAVY REGION SOUTHWEST

Responses to this Request for Statements of Interest will be used to identify potential investigators for a project to be funded by the Department of the Navy (DoN), which has a basic responsibility to manage cultural resources in the spirit of stewardship. SECNAV Instruction (SECNAVINST) 4000.35A, Department of the Navy Cultural Resources Program, Section 5.a, states:

The DON is a large-scale owner of historic buildings, structures, districts, archaeological sites and artifacts, ships, aircraft, and other cultural resources. Protection of these components of the nation's heritage is an essential part of the defense mission; the DON is committed to responsible cultural resources stewardship.

Approximately \$85,018 is expected to be available to support this project beginning in FY15.

Type of Assistance Instrument Anticipated: Cooperative Agreement

Authority: Cooperative Agreement under 16 USC §670c-1 (Sikes Act)

Eligible Applicants: Any Cooperative Ecosystem Studies Unite Californian cooperative partner who qualifies under the DoDGARS Part 34 and 2 Code of Federal Regulations 200 is eligible to apply.

Cost Sharing: Not required

Background:

Geographic Information Systems (GIS) are highly effective tools frequently implemented to support installation compliance with applicable legal, regulatory, and policy mandates for the protection of cultural resources while supporting the Navy's mission.

The NRSW Cultural Resource Management Program has recently developed a file geodatabase (herein referred to as the Metro Area Geodatabase) to standardize the ways in which cultural resources spatial data will be collected and maintained for the Metro Area. Ultimately, the Metro Area Geodatabase will aid in the management of several hundred cultural resources located at the Metro Area installations. The geodatabase includes feature classes representing the locations of cultural resources and the boundaries of cultural resources management projects at each installation, as well as attribute definitions for each record in both feature classes. The

geometry for both feature classes was populated with data acquired from the South Coastal Information Center (SCIC), which is one of the offices of the California Historical Resources Information System (CHRIS), established by the California Office of Historic Preservation (OHP) to maintain an inventory of the state's historical resources. However, the attributes of each record in the geodatabase have yet to be populated, verified, or tested as to their adequacy for efficiently managing spatial aspects of the cultural resources in the Metro Area.

Brief Description of Anticipated Work:

The goal of this cooperative agreement is to populate the attributes of the feature classes stored in the Metro Area Geodatabase, verify the accuracy of the data, and test its efficacy as a tool to aid in the management of cultural resources in the Metro Area. The NRSW Cultural Resource Management Program anticipates that this effort will be accomplished by anthropology, history, and geography students, under the direction of university faculty and/or staff. Involving students in this task will provide them with excellent practical, real world experience with the application of GIS for cultural resources management. Ultimately, this project will not only provide students with technical experience in the use of GIS, and the NRSW Cultural Resource Management Program with an effective tool, but will also result in the creation of a succinct and detailed model representing hundreds of cultural resources across a wide range of ecosystems that will be highly valuable as a resource in the study of Southern California's cultural resources. See Enclosure 1 for full scope of work and Enclosure 2 for applicable terms and conditions.

Period of Performance. The period of performance covered by this agreement is 24 months upon award. The end date is the anticipated date that the Final Report is accepted by the Government.

Materials Requested for Statement of Interest/Qualifications:

Provide the following via e-mail attachment to brandon.spaulding@navy.mil

- 1) SF 424 (Enclosure 3)
- 2) Research & Related Senior/Key Personnel Form (Enclosure 4). Please see Factor 1 for additional submittal requirements.
- 3) Research and Related Budget (Enclosure 5)
- 4) SF-LLL Disclosure of Lobbying Activities (Enclosure 6). If applicable, complete SF-LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Reimbursement of pre-award costs will not be allowed.

Review of Statements Received: Proposals will be evaluated based on the following four factors: 1) Credentials of Key Personnel 2) Innovative Scientific Approach 3) Technical Approach to Safety 4) Reasonableness of Cost

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

Factor 1 - Credentials of Key Personnel

- a. Principal Investigator: The Recipient shall designate one person as responsible for ensuring that provisions are in place for project and personnel supervision, quality control and meeting of reporting requirements on a daily basis. This person shall have, at the minimum:
 - a minimum of a Master's Degree in Anthropology or related scientific discipline;
 - vocational certification as a GIS technician/analyst, or a minimum of ten years' managing, editing, and analyzing GIS data.
 - the ability to demonstrate extensive knowledge of, and hands-on experience in, the management of cultural resources related GIS data;
 - approved access to the CHRIS;
- b. Technical Staff: The person(s) shall have, at the minimum:
 - A minimum of one semester, quarter, or practical equivalent of formal GIS training

Factor 2 – Innovative Scientific Approach – The applicant shall develop a proposal addressing the approach and techniques to populate the attributes of the feature classes stored in the Metro Area Geodatabase, verify the accuracy of the data, and test its efficacy as a tool to aid in the management of cultural resources in the Metro Area. Specific methods and timing of activities shall be discussed in the proposal. Applicant's proposals will be evaluated by a team of technical and contracting personnel from NAVFAC SW and installation personnel. Applications will be evaluated based on their soundness of the overall approach to accomplish the anticipated work's stated objectives. Maximum length is 6 pages, single-spaced with 12 pt font.

Factor 3 – Technical Approach to Safety – The Offeror shall provide a narrative describing how safety practices/procedures will be implemented to complete the proposed work. Proposals

will be analyzed to determine how the Offeror will implement safety practices/procedures and determine the degree to which innovations are being proposed that may enhance safety on this procurement. The Government is seeking to determine that the Offeror has demonstrated a commitment to safety and that the Offeror plans to properly manage and implement safety procedures for itself and its subcontractors.

Factor 4 – Reasonableness of Cost* – The proposal will be analyzed to determine whether its pricing is materially/mathematically balanced, and is fair and reasonable. The Offeror shall use OMB Circular A-21 “Cost Principles for Institutions of Higher Education,” or 48 CFR part 31 “Contract Cost Principles and Procedures,” as applicable. Evaluation will include an analysis to determine the Offeror’s comprehension of the requirements of the solicitation as well as to assess the validity of the Offeror’s approach.

Please provide your proposed budget on the provided PDF titled, “Research and Related Budget” form.*

***Form: RESEARCH AND RELATED BUDGET**

Complete the Research and Related Budget form in accordance with the instructions on the form. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

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

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

- Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
- Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the cooperator/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
 - Budget Justification (Field K on the form): Provide the required supporting information for the cost elements as shown above (see Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request.

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

RELATIVE IMPORTANCE OF EVALUATION FACTORS – Factor 1, Credentials of Key Personnel, Factor 2, Innovative Scientific Approach, Factor 3 Technical Approach to Safety and Factor 4, Reasonableness of Cost are approximately equal to one another.

Please send electronic responses questions and statements of interest to:

Mr. Brandon Spaulding, Contract Specialist, Environmental Acquisition Core
brandon.spaulding@navy.mil.

Point of Contact Information:

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Timeline for Review of Statements of Interest:

We request that Statements of Interest be submitted by August 14, 2015 2:00 PM local time. This Request for Statements of Interest will remain open until an investigator team is selected. Statements of Interest received after August 14, 2015 2:00 PM local standard time exact is “late” and may not be considered.