

**SCOPE OF WORK**  
**2017 COOPERATIVE AGREEMENT FOR DUNE RESTORATION**  
**AT NAVAL BASE CORONADO**  
**AUGUST 2017**

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## **A. INTRODUCTION**

Naval Base Coronado (NBC) is located in San Diego County, surrounded by the San Diego Bay to the north and west, the Pacific Ocean to the south, and the city of Coronado to the east (Figure 1). NBC consists of 2,803 acres (U.S. Navy 2013). A narrow sandbar connects the city of Coronado to the city of Imperial Beach. The topography of the area formerly known as Naval Air Station North Island (NASNI) is flat with elevations of no more than 30 feet (U.S. Navy 2013). The majority of the NASNI area is developed, but native vegetation persists in a few areas, primarily along the beach. Though it occurs in a disturbed condition along the oceanfront, coastal strand vegetation provides habitat for sensitive flora and fauna, including Nuttall's lotus (*Lotus nuttallianus*), Brand's phacelia (*Phacelia stellaris*) and woolly heads (*Nemacaulis denudata*).

The mission of NBC is stated as "In order to support the Fleet, Fighter and Family, our goal is to provide the highest quality base operating support and quality of life services to U.S. Navy operating forces and other assigned and visiting activities. We seek to provide the right support, at the right time, in the right amount, enabling operating forces to produce the right level of combat readiness." (CNIC 2014). NBC supports an airfield and berthing of aircraft carriers. Most of NBC is developed with major land uses being facilities that support air operations, water, supply, weapons, administration, command and control, housing and support services, and recreation (U.S. Navy 2013). NBC supports a variety of native vegetation communities: sand verbena-beach bursage series, cattail series, beach habitat and salt grass series. These areas support a variety of rare plant and wildlife species. The sand-verbena beach bursage areas occur within coastal dune areas of NB. Historically, most of this habitat has been removed due to development or degraded by invasive species and other habitat alterations.

## **B. PURPOSE**

This task will supplement previous dune restoration work on NBC that has been conducted intermittently since 2005. For this task, the project site will be a new area, contiguous to or near the previous enhancement sites. Currently, dune areas on NASNI that have not been subject to enhancement are dominated by non-native plant species, primarily iceplant and sea rocket.

This Cooperative Agreement (referred to as Agreement) will provide dune restoration, habitat restoration and site maintenance for an area of sand dunes and adjacent coastal strand vegetation. The long-term goal of the NBC Natural Resources Program is to expand the restoration to other contiguous areas of the dunes suitable for enhancement and to conduct land management so as to prevent the need for listing of the sensitive plant species *Phacelia stellaris*.

Under this Agreement the Cooperator shall: (1) treat and/or remove iceplant and other non-native species; (2) collect and propagate appropriate native plant material for outplanting; (3) outplant container stock; (4) maintain the restoration sites; (5) monitor the sites; (6) implement remedial measures, as necessary, to achieve success criteria; and (7) prepare reports to document project activities and results.

## **C. LOCATION**

Naval Base Coronado (NBC) is located in San Diego County, surrounded by the San Diego Bay to the north and west, the Pacific Ocean to the south, and the city of Coronado to the east (Figure 1). NBC consists of 2,803 acres (U.S. Navy 2013). A narrow sandbar connects the city of Coronado to

the city of Imperial Beach. The topography of NASNI is flat with elevations of no more than 30 feet (U.S. Navy 2013).

The project site, approximately  $\frac{3}{4}$  acre in size is located on NASNI, within the coastal dune area near Runway 36. An area of restoration started in 2016 is located immediately to the south of this site.

#### **D. DESIGNATED REPRESENTATIVES**

1. The Cooperative Agreement Administrator (CAA) is Mr. Reagan Pablo, Contract Specialist, Naval Facilities Engineering Command, Southwest, 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-4150, and email [reagan.s.pablo@navy.mil](mailto:reagan.s.pablo@navy.mil).

2. The Cooperative Agreement Technical Representative (CATR) is Chris Gillespie, Botanist, Coastal IPT, Naval Facilities Engineering Command Southwest (NAVFACSW), 2730 McKean St San Diego Ca 92132, telephone (619) 556-9383, email: [chris.gillespie@navy.mil](mailto:chris.gillespie@navy.mil)

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 effect any change to this Cooperative Agreement.

3. The Installation Representative is Bryan Munson, Botany Program Manager N45JNW, Naval Base Coronado, Environmental Compliance, PO Box 357088 NASNI, Building 3, Second Floor, San Diego, CA 92135; Phone: (619) 545-7186 and email: [bryan.munson@navy.mil](mailto:bryan.munson@navy.mil)

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 affect 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.

## **E. PERIOD OF PERFORMANCE**

The proposed period of performance for the Cooperative Agreement consists of an 18 month base period and three (3) 12 month option periods. The end date is the anticipated date that the final report is accepted by the Government. However, the parties may extend the term of the Cooperative Agreement by written modification. Total duration of this agreement, including any option periods shall not exceed 54 months. The exercise of any options is subject to the availability of funds.

A fifteen (15) day period, starting on date of award, will be used for the cooperator to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates, Accident Prevention Plans/Site Health and Safety Plans (as applicable), Draft Work Plans, etc. Cooperator may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

## **F. MATERIAL AVAILABLE FOR REVIEW**

Recipient and/or his/her representative(s) may request access to the additional materials not mentioned below through the CATR or Installation Representative. The Recipient shall pay for or replace any items borrowed that are damaged, stolen or lost.

## **G. GENERAL REQUIREMENTS**

1. The Recipient shall be responsible for providing all materials, equipment and supplies used in this project. The Recipient shall be responsible for the selection, development and implementation of all control and monitoring techniques/methods. The Recipient shall use methods and equipment in accordance with Federal and State laws.
2. 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. Government furnished equipment/support is as follows: none. All equipment is subject to the inspection by and approval of the Installation safety officer.
3. The Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Agreement. Equipment is defined as "tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year." Supplies are defined as "All personal property excluding equipment, intangible property, and debt instruments, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements." (DoD Grant and Agreement Regulations, DoD 3210.6-R#)
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 Officer of the Installation. 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 habitat restoration. The Recipient shall coordinate closely with the CATR in planning and carrying out work performed as part of this Agreement.

5. Due to the complexity of work, the Recipient shall provide a Project Manager with the following minimum qualifications:

a. Project Manager: The Recipient shall designate one person as responsible for ensuring that provisions are in place for project and personnel supervision and quality control and meeting of reporting requirements are met on a daily basis. This person shall have, at the minimum:

1. Bachelor of Science degree in botany, biology, ecology, or a related field experience from an accredited college or university.
2. One (1) year of relevant habitat restoration experience, including some experience in supervising field crews.
3. Specific knowledge of monitoring techniques as demonstrated by at least one year of previous work or research experience.
4. Three years of local experience in identifying and sampling southern California coastal plant communities including familiarity with flora, restoration and ecology.
5. Two years of practical horticultural experience (i.e. maintenance and/or growing and propagating of native plants).

b. Field Technicians: The person(s) shall have, at the minimum:

1. A Bachelor of Science degree in botany, biology, ecology, botany, landscape architecture or horticulture or other related field from an accredited college or university.
2. General knowledge of reintroduction and monitoring techniques.
3. Ability to keep clear, legible and accurate notes.
4. A thorough understanding of regulations regarding a vegetation community or resource and an endangered species, threatened or rare species issues.

Because the federally listed western snowy plover occurs along NBC beaches in the vicinity of the restoration site, the Cooperator shall take great care to avoid impacts to the species. During nesting season, the Cooperator shall confine activities to the dunes and other vegetated areas and shall remain off the beaches, where the birds may nest. The Cooperator shall coordinate activities with Tiffany Shepherd, CNRSW Wildlife Biologist, phone: (619) 545-3703, in advance of each breeding season (approximately 1 March through 31 August). Cooperator personnel shall avoid all areas staked for the plover.

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

8. 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 (619) 522-7579 of the exact location of the ordnance as soon as possible.

9. 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.

10. 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 Base Security or the Installation representative immediately.

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

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

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

14. The Recipient shall conduct literature reviews, field investigations and interviews with experts and authorities as necessary to accomplish the work described within this Agreement.

15. 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.

16. 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., CA 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 kick-off 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.

17. 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.

18. All work conducted in support of this Agreement shall comply with all federal laws applicable to the Installation including, but not limited to, the Endangered Species Act, the Clean Water Act and the Migratory Bird Treaty Act.

19. 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.

20. 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.

21. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. All methods of data collection and analyses shall be standardized with previous studies conducted by the Recipient under past Agreements for this type of work, or when appropriate, analyzed using acceptable new or improved methods as determined in current scientific literature(s). If changes in analyses make results unfit for comparison with previously collected data, the Recipient shall reanalyze all appropriate data sets for comparison. 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.

22. The Recipient is required to submit a proposed field schedule in writing to the CATR and Installation Representative prior to the kick-off 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 CATR and Installation Representative at least 48 hours in advance of any changes.

23. 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 at (619 545-7186). 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.

24. No ground disturbing activities are to take place without the concurrence from the Cultural Resources Program Manager at (619 545-7186). 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.

25. 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.

26. 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 Security at (619) 545-7418 as soon as possible.

27. 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 CA Species of Special Concern). Information should include (a) location, (b) date, (c) time and (d) any detailed facts the sighting.

28. 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.

29. 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.

30. The Defense Biometric Identification System (DBIDS) is a DoD-owned and operated system developed by Defense Manpower Data Center as a force protection program to manage personnel identity and access at DoD installations. DBIDS is a network database system designed to easily verify access authorization of personnel entering military installations by using barcodes and fingerprint biometric identifications.

Beginning in April 2017, the Navy will transition all bases and installations in the United States, including Hawaii and Guam, from the Navy Commercial Access Control System (NCACS) to DBIDS.

In order to obtain base access, an individual needs to acquire DoD sponsorship, have a thorough identity check, be properly vetted, and have a legitimate reason for base access. Identity checks require a passport or a Real ID Act-compliant state driver's license. Vetting occurs when the individual's background and ID are compared against authoritative criminal justice data bases, and the individual has a letter or official document from the sponsoring organization which articulates the reason for access. When the above criteria are satisfactorily met, DBIDS credentials are issued.

## **H. SPECIFIC REQUIREMENTS**

### **1. Work to be Performed**

The Recipient shall restore an approximate  $\frac{3}{4}$  acre area of degraded dune habitat located on NBC. Under this Agreement the Cooperator shall: (1) treat and/or remove all ice plant and other non-native species currently growing on the site. Treatment may be by herbicide or may be manually removed; (2) collect and propagate appropriate native plant material from the site or on areas of NBC close to the site, for outplanting; outplant container stock onto the site at a density of 200 plants /acre; (3) maintain the restoration sites to allow for the successful growth of native plant species and to prevent the reoccurrence of invasive species; monitor the sites; (4) implement remedial measures, as necessary, to achieve success criteria; and prepare reports to document project activities and results.

### **2. Specific Tasks to be Completed Under this Agreement Are:**

#### **a) Treat and/or Remove Ice plant and Other Non-native Species**

The Cooperator will treat non-native vegetation either by mechanical removal or herbicide treatment. Ice plant will be removed and disposed of at a landfill, unless there is mutual

agreement between the cooperator and the Navy to leave it in place where erosion may be a concern. For areas receiving chemical treatment, the Cooperator shall retreat resprouts for the duration of the Agreement.

b) Out-Planting of Native Seedlings at New Restoration Site

During the rainy season of 2017-2018 (approximately 1 November through 15 February), the Cooperator shall begin outplanting seedlings. A planting density of 200 plants/acre shall be used, with an emphasis on the use of native *Abronia* species. If indicated, the Cooperator shall install a temporary drip irrigation system that delivers water directly to each seedling to improve plant survival through the first dry season after planting. Drip irrigation shall be used in lieu of overhead or flood irrigation to decrease the germination of weedy species. Alternatively, supplemental watering may be accomplished by hand if determined to be more appropriate for the site. If an irrigation system is installed, the Cooperator shall remove it at the end of the first year after planting.

c) Maintenance and Monitoring of Restoration Site

The Cooperator shall maintain and monitor the restoration site for one year following the first season of planting. As appropriate for conditions at the site, maintenance shall include irrigating, ensuring that the irrigation system is operational and all plants are receiving adequate amounts of water, and providing weed control to supplement that provided under separate contract, if necessary. Monitoring shall consist of quantifying the survival of out-plantings, determining cover of plant species at the site, qualitatively assessing the growth of out-plantings via photo documentation, and determining the need for additional weed control. Specific maintenance activities and monitoring methods shall be specified in the restoration plan.

d) Success Criteria and Remedial Measures

The Cooperator shall achieve 80% survival of outplants at the end of the year of project implementation and achieve 60% survival at the end of three years.. Within the work plan the Cooperator shall specify remedial measures that will be implemented if success criteria are not met.

Environmental Sensitivity

The Cooperator shall take precautions to avoid spreading seed of invasive exotic plant species during treatment. This shall include visual inspection of clothing (especially footwear), vehicles and equipment followed by removal and appropriate disposal of seeds and accumulated soil prior to arriving at the work sites and prior to moving between treatment locations.

3. Herbicide Use and Reporting

The Cooperator shall use Integrated Pest Management to control vegetation. Non-chemical methods shall be considered and used if practical. Herbicides may be used if cost-efficient and environmental safe. The Cooperator must have experience controlling invasive exotic plant species. Herbicides shall only be applied by State-licensed pesticide applicators. The Cooperator shall provide a copy of each applicator's current license to the COR prior to the Agreement award. Chemical control of vegetation shall comply with OPNAVINST 6250.4B, the Navy/Marine Corps Pest Management Program Instruction, and OPNAVINST 5090.1C, Chapter 17, which covers pesticide compliance ashore. Chemical control of invasive exotic plant species shall entail the use of an effective herbicide using environmentally-safe application methods. All herbicides shall be approved for use by the NAVFACSW pest management consultant and added to the installation authorized use list (AUL) prior to first application, The AUL will be provided by the COR upon Agreement award. The Cooperator shall submit records of herbicide applications, as well as all weed removal by non-chemical means, by date and location no less than monthly. The records shall be submitted online in the Navy Online Pesticide Reporting System (NOPRS). The COR will arrange for an account and access to NOPRS upon award of this Agreement along with instructions for entering data.

## **I. MEETINGS/COORDINATION**

1. The Recipient or his/her designee will attend a kick-off meeting with the CAA, CATR and Installation representatives to ensure coordination of activities. The CATR or Installation representative shall arrange the meeting. The Recipient will also attend one meeting following completion of all field work and prior to providing a draft final report.
2. The Recipient shall be available throughout the Agreement period for consultation by phone or email with the CATR and Installation Representatives on matters involving overall project success.

## **J. SUBMITTALS and SCHEDULES**

1. Electronic copies of all submittals/schedules/deliverables (examples include, but are not limited to, draft/interim/final reports, progress reports/monthly reports) will be provided to the Cooperative Agreement Administrator for retention in the official agreement file.

Submittal/Deliverable Standards: All submittals/deliverables are expected to be of the highest professional quality and will be rejected if any of the following exists:

- (1) there are typographical errors, spelling, or grammar mistakes; or
- (2) results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
- (3) the document is not organized in a manner that flows well; or
- (4) the document does not provide appropriate context, background, literature review, and comparison to other relevant studies, locations, and similar species.
- (5) The appropriate style guide is not adhered to (in most cases this is the JWM or CSE).

## 2. Work plan

a. Draft work plan: The Recipient shall present a draft work plan within 30 days of award of this Agreement. The draft work plan will include field survey methods, protocols, and a timeline for conducting the work. The draft work plan shall also include a copy of all required permits and/or letters requesting permits for collection of threatened or endangered species. The draft work plan will be reviewed by the CATR and Installation Representative, and the CATR and Installation Representative will provide the Recipient their respective comments, suggestions, or edits (if there are any) within 30 days from receipt of the draft work plan. The Recipient shall incorporate all comments, suggestions, or edits (if there are any) provided by the CATR and Installation Representative to the “Final Work Plan”, and the Recipient shall submit (electronically via email) the “Final Work Plan” within 30 days from the date the Recipient received the review comments provided by the CATR and Installation Representative. If the CATR and Installation Representative do not have any comment, suggestion, or edit on the draft work plan, the document shall be resubmitted marked “Final Work Plan” under this Agreement.

b. Final Work Plan: The Recipient shall incorporate all comments, suggestions, or edits (if there are any) provided the CATR and Installation representative to the “Final Work Plan”, and the Recipient shall submit (electronically via email) the “Final Work Plan” within 30 days from the date the Recipient received the final reviews provided by the CATR and Installation Representative. If the CATR and Installation Representative do not have any comments, suggestions, or edits on the draft work plan, the document shall be resubmitted marked “Final Work Plan” under this Agreement. The work plan must be approved by the CATR and Installation Representative prior to the initiation of any work on the Installation.

## 3. Quality Control Plan

a. Draft Quality Control Plan: fifteen (15) days before the kick-off meeting, the Recipient shall provide via email to the CAA, CATR and Installation Representative a general description of the Recipient’s Quality Control Plan (QCP). The CATR and Installation Representative shall provide the Recipient their respective comments, suggestions, or edits on the draft QCP within 15 days from the date of submittal of the draft QCP.

b. Final Quality Control Plan: The Recipient shall incorporate all comments, suggestions, or edits provided by the CATR and Installation Representative into the final QCP. The Recipient shall submit the final QCP to the CAA, CATR and Installation Representative via email within 15 days after the date of the kick-off meeting. If the CATR and/or Installation Representative do(es) not have any comments, suggestions, or edits on the draft QCP, it shall become the final QCP of the Recipient under this Agreement.

4. Status Reports: The Recipient is required to submit quarterly status reports to the CAA, CATR and Installation Representative. The Recipient shall submit one copy of the status reports. The status reports shall include the following:

1. Report Title
2. Recipient name and contract number.

3. Date of report.
4. Work completed to date including name(s) of persons involved in project dates of meetings.
5. Brief summary (as appropriate) of:
  - (1) Project Description
  - (2) Project location. Include maps or exhibits when referencing study plots, monitoring locations, or species general locations.
  - (3) Methods and Materials
  - (4) Areas visited
  - (5) Data collected
  - (7) Observations made
  - (8) Results
  - (9) Discussion
  - (10) Preliminary Findings or Conclusions
6. The special significance of any of the above
7. Work proposed for next month.
8. Problems encountered that should be resolved by the Installation representative
9. Suggestions
10. References

5. Quarterly Reports: The quarterly progress report shall include a summary of all findings to date (not presented in previous quarterly reports) and a listing of all significant information or events pertaining to project activities undertaken by the Recipient. Each quarterly report shall be submitted no later than the 15th of the quarter or the next workday if the 15th falls on a weekend.

6. Draft Report: The Recipient shall provide three (3) (two (2) bound and one (1) unbound) hard copies and two (2) electronic copies (of the draft report not later than Feb 1, 2019). The CATR and Installation Representative will have 30 days to provide comments.

The draft report shall be submitted in scientific format and shall include the following: 1) Title page showing title, date, cooperative agreement number, Installation representative and CATR contact information; 2) Sub-title page showing title, prepared by listing, prepared for listing, date and recommended citation; 3) Table of contents; 4) Abstract; 5) Introduction; 6) Methods; 7) Results; 8) Discussion; 9) Conclusions (to include recommendations for future project or study).

The draft report shall be a complete document that has been proofread for spelling and grammatical errors and contains all text, figures, graphics, photographs and tables provided for review.

The government will have 30 calendar days from receipt of draft final report(s) (incorporating comments) to review the final report to ensure comments were addressed. If review and acceptance by government is not completed within the 30 calendar day review period the document will be deemed to be constructively accepted and submission of final deliverables will begin. Only the CAA has the authority to make changes to the 30 calendar day review period.

Data. All raw data, data sheets and electronic databases (including GIS data) shall be submitted as appendices with the draft report. Electronic databases shall be submitted on a labeled CD-ROM in a pocket affixed to the draft report.

## Maps

1. All maps created for this Agreement shall be incorporated in the draft and final reports. All maps shall be printed on 8.5 by 11-inch paper or 11 by 17-inch paper folded to match the size of the report(s).
2. The Department of Defense (DOD) utilizes the Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE). The most recent available GIS data content standards version should be used (currently version 3.0). All GIS data shall be delivered in a Geodatabase in accordance with these standards and spatial data shall be usable upon delivery.
3. All maps created for this Agreement shall contain the following information: (a) title, (b) scale bar, (c) legend, (d) date, (e) north arrow and (f) notation identifying who prepared the map.

- a. Photographs

The Recipient will document and record pertinent aspects of the work using 35 millimeter color slide film or digital imagery. The Recipient will provide film, camera, and development. Photographs or slides of activities documented shall be included as an appendix and held in either a 20 - slide archival mount(s) or CD ROM. All photographs shall become DoN property and shall be submitted with the final report. All original photographs shall be appropriately labeled with information to include:

date  
location (specific place and Installation)  
subject/activity  
activity documented,  
identification of any people in the picture  
photographer.

7. Final Report: The Recipient shall incorporate all comments, suggestion, or edits on the draft Report to the Final Report. The Recipient shall submit the Final Report within 30 days from receipt of all comments. The final report is to include color photographs or laser color copies of these photographs documenting all aspects of this work in a 4 x 6 inch or similar-sized format. All digital film or original slides taken for this project shall become DoN property and shall be submitted as original film or in archival 20 slide sheets with the final report. All digital film or slides shall be appropriately labeled with information to include: date, general location, specific subject, ID of any people in the picture and photographer. A total of 4 copies with laser color copies (3 bound, 1 unbound), along with an electronic version of the final report are to be

submitted to the CATR. The electronic copy shall include the final report and all associated figures, tables, maps, photographs, etc. and shall be provided in both PDF and MS Word.

Bound reports shall use "perfect" binding with the report title, date and author clearly and permanently affixed to the spine of the binding. Alternative submittal formats are acceptable if mutually agreed to by the Recipient, CATR and Installation representative.

<b>Item (Quantity)</b>	<b>Number of copies</b>	<b>Due Date</b>
<b>Work plan (1)</b>	<b>Draft – 2 electronic copies Final – 2 electronic copies</b>	<b>Draft – 30 days after Agreement award Final – 2 weeks after receipt of comments</b>
<b>Quarterly reports (8)</b>	<b>2 electronic copies</b>	<b>Quarterly throughout period of performance (Dates to be provided in work plan)</b>
<b>Final Report (1)</b>	<b>Draft – 4 hard copies and 2 electronic copies Final - 3 hard copies and 4 electronic copies</b>	<b>Draft - (Submittal date to be provided in work plan) Final – 30 days after receipt of comments</b>
<b>Compilation of deliverables (1)</b>	<b>4 electronic copies</b>	<b>Within 2 weeks of completion of all tasks</b>

## **K. 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 U.S., Naval Base Coronado."

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.

#### **L. 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, telephone (619) 545-8136 and Public Affairs Officer at NAVFAC SW through the CATR and CAA.

#### **M. 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 SSSH 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.

#### **N. 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 contractors. 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 contractors. 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 contractors. 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.

## O. 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 contractors 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 N 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 contractors or agents or any contractor 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 contractors 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 N, the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in this Section N, 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 N, 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 N, 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.

## **P. PAYMENTS**

1. Partial payments equal to the amount of work accomplished may be made quarterly during the field work portion; after submittal of the draft report; and after receipt of the final report.
2. The final payment of 20 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section I 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. Payments will be made in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232- 7006 Wide Area Work Flow Payment Instruction. See Attachment C WAWF Instructions for instructions on payment procedures.

## **Q. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING**

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 Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for

notifying its subcontractors that the required information will be made public.

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data), the Contractor shall report the following information at <http://www.frs.gov> for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.
- (b) Name of the subcontractor.
- (c) Amount of the subcontract award.
- (d) Date of the subcontract award.
- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.
- (f) Subcontract number (the subcontract number assigned by the Contractor).
- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (i) The prime contract 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.

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

- (a) In the Contractor's preceding fiscal year, the Contractor received –

- (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), 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>).

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of a first-tier subcontract with a value of \$25,000 or more, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for each first-tier subcontractor for the subcontractor's preceding completed fiscal year at <http://www.fsr.gov>, if

- (c) In the Subcontractor's preceding fiscal year, the Subcontractor received –
  - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

• (d) 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>).

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

**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 Naval Base Coronado under this Cooperative Agreement, No. N62473-17-2-0010."

**4. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.**

**ATTACHMENT A  
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 Naval Base Coronado under this Cooperative Agreement, No. N62473-17-2-0010"
- 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.**



## ATTACHMENT B WAWF INSTRUCTIONS

### 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 Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor 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 Contractor 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 Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: **N62473-17-2-0010**.

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

**NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE**

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor 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	<b>N68732</b>
Issue By DoDAAC	<b>N62473</b>
Admin DoDAAC	<b>N62473</b>
Inspect By DoDAAC	<b>N62473/RAQE0</b>
Ship To Code	<b>N/A</b>
Ship From Code	<b>N/A</b>
Mark For Code	<b>N/A</b>
Service Approver (DoDAAC)	<b>N/A</b>
Service Acceptor (DoDAAC)	<b>N62473/RAQE0</b>
Accept at Other DoDAAC	<b>N/A</b>
LPO DoDAAC	<b>N62473/RAQE0</b>
DCAA Auditor DoDAAC	<b>N/A</b>
Other DoDAAC(s)	<b>N/A</b>

(4) Payment request and supporting documentation. The Contractor 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 Contractor 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\\_RAQEO\\_inspector@navy.mil](mailto:NAVFAC_SW_RAQEO_inspector@navy.mil)

[chris.gillespie@navy.mil](mailto:chris.gillespie@navy.mil)

(g) WAWF point of contact. (1) The Contractor 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)

252.204-0006 Line Item Specific: Proration. (SEP 2009)

The payment office shall make payment from each ACRN in the same proportion as the amount of funding currently unliquidated for each ACRN.