

**REQUEST FOR STATEMENT OF INTEREST WITHIN
THE COOPERATIVE ECOSYSTEM STUDIES UNIT
INTEREST #N62473-18-2-0018
PROJECT TO BE INITIATED IN 2018**

Project Title: Terrestrial Invertebrate Surveys On Naval Base Coronado, Naval Auxiliary Landing Field San Clemente Island, Ca.

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 provides professional and technical support for its Endangered Species Biology Programs in order to facilitate successful implementation of the installation's Integrated Natural Resources Management Plan (INRMP) and compliance with the Endangered Species Act (ESA). Approximately \$250,000.00 is expected to be available to support this project beginning in Fiscal Year (FY) 2018 to conduct terrestrial invertebrate surveys on San Clemente Island (SCI).

Type of Assistance Instrument Anticipated: Cooperative Agreement

Authority: Cooperative Agreement under 16 USC §670c-1

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

Cost Sharing: Not required

Background:

Terrestrial invertebrate diversity and interactions with federally listed and sensitive plant and animal species on SCI is poorly understood, but is integral to proper management of resources. This project is crucial to understanding prey base and pollinator interactions with the listed wildlife (e.g. San Clemente Loggerhead Shrike, Bell's Sparrow and the San Clemente Island Fox) and threatened and endangered plant species (e.g. SCI Woodland Star and Santa Cruz Island Rock Cress) on SCI. This proposed Cooperative Agreement is new project and has not been previously procured.

This project implements, in part, the Commander Navy Region Southwest's (CNRSW) responsibilities pursuant to the ESA (16 USC 1531 et seq.), the Sikes Act Improvement Act (16 USC 670 et seq.), and Executive Order 13112.

Brief Description of Anticipated Work:

This project is driven by the Endangered Species Act and Sikes Act and will result in increased knowledge of the diversity and distribution of terrestrial invertebrates on SCI.

The primary components of this work include: (1) pollinator surveys for threatened and endangered plants including SCI woodland and Santa Cruz Island rock cress; (2) surveys of important invertebrate food sources for the federally-endangered San Clemente Loggerhead

Shrike, federally-threatened Bell's Sparrow, as well as the San Clemente Island Fox managed under a Candidate Conservation Agreement; and (3) general terrestrial invertebrate surveys in varied habitats on SCI. This agreement is therefore integral to the management of sensitive and federally listed plants and vertebrate animals.

Please 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 36 months upon award. However, the parties may extend the term of the Cooperative Agreement by written modification. The end date is the anticipated date that the final report is accepted by the Government.

Materials Requested for Statement of Interest/Qualifications:

Please provide the following via e-mail attachment to: Reagan Pablo (reagan.s.pablo@navy.mil)

- 1) SF 424 (Enclosure 3)
- 2) Research & Related Senior/Key Personnel Form (Enclosure 4). Please see Factor 1 for qualification requirements.
- 3) Research and Related Budget Form (Enclosure 5). Please see Factor 3 for additional submittal requirements.
- 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."
- 5) Research & Related Senior/Key Personnel Form (Enclosure 7). The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. To gather information needed for this important task, the applicant should submit the requested information for each identified PD/PI and co-PDs/PIs with each proposal. Submission of the requested information is voluntary and is not a precondition of award. However, information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. Any individual not wishing to submit some or all the information should check the box provided for this

purpose. Upon receipt of the application, this form will be separated from the application. This form will not be duplicated, and it will not be a part of the review process. This data will be kept confidential.

Reimbursement of pre-award costs will not be allowed.

Review of Statements Received: Proposals will be evaluated based on the following three factors: 1) Credentials of Key Personnel, 2) Scientific Approach, and 3) Reasonableness of Cost. Factors 1, 2, and 3 are of equal importance.

NOTE: All requirements listed are minimum requirements. 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 pages.

Factor 1 - Credentials of Key Personnel

Principal Investigator (PI): This person shall be responsible for personnel hiring and management, and ensuring resources are available to the Project Manager in accordance with this Scope of Work. The PI shall develop the scientific and strategic framework necessary to successfully complete terrestrial invertebrate sampling to assess their diversity, importance as pollinators and food sources. The PI shall ensure that the project is proceeding according to this framework or direct course changes if necessary to meet project goals. The PI shall oversee deliverable development and ensure that deliverables are high quality, accurate, and in accordance with the program goals. The PI shall possess:

- A minimum of a PhD in entomology, ecology, or related science discipline;
- A Curriculum Vitae (CV) demonstrating expert knowledge in California floristic province terrestrial invertebrate biology and/or taxonomy;
- A demonstrated ability to provide administrative, scientific, and human/financial resources to support a sampling program in wildland areas;
- A minimum of 5 years of experience in a Program Management or PI position.

Project Manager (PM): This person shall be responsible for day to day management of the project, logistics coordination, directing technician tasks, ensuring compliance with the Work Plan and Accident Prevention Plan, drafting deliverables, and acting as the primary point of contact for the project. The PM shall possess:

- A minimum of an BA/BS in entomology, ecology, or related science disciplines;
- A CV demonstrating expert knowledge in in California floristic province terrestrial invertebrate biology and/or taxonomy;
- Demonstrated use of GIS units and maps for sampling work;
- An ability to identify terrestrial invertebrates likely to be found in the California Channel Islands;

- A minimum of 2 years of experience in a responsible position providing oversight of, support to or directly involved in project management of an invertebrate sampling research project.

Technician(s): This person(s) shall be responsible for completing field and laboratory tasks, data entry, and other duties as directed by the PM. The Technicians shall possess:

- A minimum of a BA/BS degree in Ecology, Entomology, Wildlife Biology or related science discipline;
- Demonstrated biological field experience in remote locations.

Please include a CV as an attachment to the Research & Related Senior/Key Personnel Form (Enclosure 4) for each key personnel. The CV shall contain the following information.

1. Name, Organization and Contact Information
2. Brief Statement of Qualifications (including):
 - a. Biographical Sketch;
 - b. Relevant past projects and clients with brief descriptions of these projects;
 - c. Staff, faculty or students available to work on this project and their areas of expertise;
 - d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g., permits, equipment, laboratory facilities, field facilities, etc.);
 - e. Copy of existing pesticide permit(s) (off label use if necessary) or assertion of ability to obtain permit as necessary for project.

(Maximum length: 10 pages, single-spaced 12 pt. font).

Factor 2 – Innovative Scientific Approach – The Offeror shall develop a proposal addressing the proposed terrestrial invertebrate surveys on SCI. The Offeror will be evaluated as to the soundness of the overall approach and the use of any innovative techniques to accomplish the objectives of the stated approach.

Factor 3 – Reasonableness of Cost* – The proposal will be analyzed to determine whether it 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 – Clarify 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. Proposer 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 the Key Personnel and Factor 2, Innovative Scientific Approach are approximately equal in value. When combined, these factors are significantly more important than Factor 3, Reasonableness of Cost.

Timeline for Review of Statements of Interest:

We request that Statements of Interest be submitted by August 21, 2018 2:00 PM local standard time. This Request for Statements of Interest will remain open until an investigator team is selected. Statements of Interest received after August 21, 2018 2:00 PM local standard time is considered “late” and may not be considered.

Please send responses or direct questions to:

Mr. Reagan Pablo
Naval Facilities Engineering Command Southwest
1220 Pacific Hwy, Bldg 1
San Diego, CA 92132
Phone: 619-532-2090
Email: reagan.s.pablo@navy.mil