

<b>Funding Agency:</b> US Army Corps of Engineers, Alaska District 2204 3 <sup>rd</sup> street JBER, AK. 99506	<b>Funding Instrument:</b> Cooperative Agreement <b>Funding Opportunity No:</b> W911KB-19-2-0203 <b>CFDA No:</b> 12.632 <b>Program Title:</b> Legacy Resource Management Program, Sikes Act 670c-1
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<b>Issue Date:</b> 18 July 2019	<b>Application Due Date:</b> 19 August 2019
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**Overview: W911KB-19-2-0203 MARINE FISH SURVEYS (YGFZOS193456)  
WAKE ISLAND AIRFIELD USAF 611<sup>th</sup> Civil Engineer Squadron.**

1. Create Draft Work Plan.
2. Create Final Work Plan.
3. Field Surveys.
4. Outreach and Education.
5. Data Analysis.
6. Draft Project Summary Report.
7. Final Project Summary Report.

See Scope of Work for detailed information.

**Period of Performance is:** 18 months from date of award.

<b>Deliverable</b>	<b>also listed as:</b>	<b>Completion Date</b>
Draft work plan	Deliverable 1A	14 days after award
Final work plan	Deliverable 1B	48 days after award
Monthly Progress Reports		monthly after acceptance of work plan
Draft Project Summary Report	Deliverable 2A	90 days prior to the end of the period of performance
Final Project Summary Report	Deliverable 2B	14 days prior to the end of the period of performance

<b>Estimated Total Funding:</b> \$221,298	<b>Anticipated Number of Awards:</b> 1
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**Contact Information:** Questions that are related to Grants.gov including registration and system requirements should be directed to the Grants.gov contact center at 1-800-518-4726. For assistance with this funding Opportunity Announcement please contact Olen.R.Northern@usace.army.mil

**Instructions to Applicant:** The complete Funding Opportunity Announcement, application forms and Instructions can be downloaded directly from Grants.gov.

Applications in response to this Funding Opportunity Announcement must be submitted by 2:00PM Alaska time, on the Application Due Date. Applications may be submitted by mail, e-mail, or via the internet through Grants.gov. Each applicant is responsible to ensure their application has been received timely.

Applicants will have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, and registered

See section IV of the Funding Opportunity Announcement for complete application submission information.

### **Section I: Funding Opportunity Description**

**MANAGEMENT, SPECIES, HAWAIIAN PETREL & NEWELLS SHEARWATER,  
KOKE'E AIR FORCE STATION, KAUAI.**

### **Section II: Award Information**

Cooperative Agreement, \$221,298, 18 month period of performance.

### **Section III: Eligibility Information**

Eligible Applicants – CESU Hawaii, N&W Alaska, PNW, CA, and Colorado Plateau.

### **Section IV: Application and Submission Information**

#### **1. Address to Request Application Package**

The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

The administrative point of contact is Olen Northern, (907) 753-2525,  
Olen.R.Northern@usace.army.mil.

#### **2. Content and Form of Application Submission**

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

a. SF 424 - Application for Federal Assistance

b. SF 424 A – Budget Information for Non-Construction Programs

c. SF 424 B – Assurances – Non-Construction Programs

d. Program Narrative – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section I of the announcement.

Application shall be submitted NO LATER THAN 19-August-2019

### 3. Submission Instructions

Applications may be submitted via e-mail and, or the internet, **e-mail proposal submission is preferred.**

#### a. Internet:

Applicants are required to submit proposals through Grants.gov. Applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants using Grants.gov to submit proposals must be registered and have an account with Grants.gov. It may take up to three weeks to complete Grants.gov registration. For more information on registration, go to <http://www.grants.gov/ForApplicants>.

#### b. E-mail:

If there is an issue with submission to Grants.gov, please contact the Corps at the email addresses below. Format all documents to print on Letter (8 ½ x 11") paper. E-mail proposal to [Olen.R.Northern@usace.army.mil](mailto:Olen.R.Northern@usace.army.mil)

### **Section V: Application Review Information**

1. Evaluation for Selection to receive consideration for award, the proposal must meet the requirements set forth in this FOA and be presented with adequate detail to assure the evaluator(s) have a good understanding of the proposed requirement(s). All proposals will be evaluated to determine the extent to which each offeror demonstrates a clear understanding of the requirements of the announcement, Scope of Work (SOW), and FOA.

The offeror shall submit a proposal that completely addresses all evaluation criteria and specifically identifies how each requirement will be satisfied. Technical proposal shall be no longer than 15-pages, font 12 (This page limitation is in addition to all required forms). All questions shall be submitted no later than 13 August 2019 at 2:00PM Alaska time.

2. Basis of Award: The selection decision will be based on the NFE offering the best overall value to the Government, with consideration given to all factors described below (weighted in descending order of importance). Proposals will not be ranked. The Government will not award a Cooperative Agreement to a grantee whose proposal contains a deficiency. The selection will not be based on lowest proposed cost, it will be based on an analysis of each criteria listed below. The proposal document shall be outlined as shown below.

**COOPERATIVE ECOSYSTEMS STUDIES UNIT (CESU)  
STATEMENT OF WORK (SOW)**

**MARINE FISH SURVEYS (YGFZOS193456)  
WAKE ISLAND AIRFIELD USAF 611<sup>th</sup> Civil Engineer Squadron**

**Project Cost Ceiling: \$221,298**

**1.0 INTRODUCTION**

This Statement of Work (SOW) provides the details of work to be performed for the U.S. Air Force (AF) 611<sup>th</sup> Civil Engineering Squadron (CES) through a cooperative agreement (CA) administered by the US Army Corps of Engineers, Alaska District (USACE) and the Cooperator. The Cooperator shall support the Pacific Air Forces Regional Support Center (PRSC), 611 Civil Engineer Squadron Natural Resources Program with completion of specific monitoring tasks relating to the monitoring of recreational fishing on selected fish stocks at Wake Atoll.

WIA, a U.S. Air Force installation, is a geographically isolated area approximately 2,247 miles (3,616 km) from the nearest continental mainland (Russia), 6,859 km (4,262 miles) from the U.S. mainland, 3,707 km (2,304 miles) west of Honolulu, HI, and 560 km (348 miles) from its nearest neighbor (Bokak Atoll, Marshall Islands). It is composed of a group of three coral islands (Wake, Peale, and Wilkes) surrounding a central lagoon. Like many others in the region, the islands of Wake Atoll were formed by coral reefs growing around a central oceanic (volcanic) island that has since subsided. What remains above water covers a total land area of 2.7491 mi<sup>2</sup> (7.12km<sup>2</sup>) or approximately 1,759 acres above mean low water line. It is thought that Wake Atoll is the oldest (approximately 120,000 years) and northern most atoll in the world.

The Atoll has been administered by the AF since 1972, and specifically by 611 CES since its transfer from the 15<sup>th</sup> Air Wing in 2009. In 2009 the waters surrounding the atoll were designated as Wake Atoll National Wildlife Refuge as part of the Pacific Remote Islands Marine National Monument which was expanded in 2014. The 611<sup>th</sup> CES is responsible to manage the natural resources at WIA. Through this project the award recipient will support the 611 CES and the personnel at WIA to better understand the marine resources surrounding the installation so that terrestrial based activities do not adversely affect the surrounding habitat or fisheries. With the establishment of the PRIMNM, all the fishery resources surrounding Wake Atoll are regulated by the Department of the Interior (DOI) through the U.S. Fish & Wildlife Service (USFWS) and the Department of Commerce (DOC) through the National Oceanic and Atmospheric Administration (NOAA). The nearshore waters from the tide line out to three miles is under the purview of USFWS, and under NOAA from three miles out to the exclusive economic zone (EEZ) boundary (at 200 miles). Due to access restrictions surrounding the

military installation, the only fishing pressure these resources experience is through sport fishing from island residents and visitors. Both of these zones have potential recreational fishing pressure applied, either from shore or by small vessels and the specific marine resources effected vary dependent upon which zone is being fished. Within three miles most collected fish are nearshore coral reef species and beyond the three mile zone most fishes are pelagic species. Through agreement with these external agencies, the Air Force (through CES) manages these marine resources in order to allow recreational fishing opportunities for island residents and visitors.

In order to best manage these species, and continue to be allowed to offer recreational fishing opportunities at this extremely remote installation, the AF is requesting the assistance of the Cooperator on four key areas. First, to help to determine the efficacy of previous and current fishery management actions and decisions. Second, to understand the effect that these efforts and actions are having on the resources. Third, to provide guidance on the program (including through analysis of previous data) and to inform future management. Fourth, to provide new data (through underwater fish surveys) on the status of species presence, trends in fish assemblages, and general assessment of previously studied fishery target species populations. Through the execution of this scope of work, the Cooperator shall furnish the personnel, services, equipment, tools, materials, required transportation, management and other requirements necessary for, or incidental to, the performance of work set forth herein; assure any and all program and/or project related costing information (regardless of its stage in development) is secured, as directed by the Grants Officer (CO); and be responsible for safeguarding proprietary, classified, and other sensitive information.

## **1.1 AUTHORITY**

**1.1.1** In accordance with the Sikes Act (Sec. 103A [16 USC 670c-1]) “the Secretary of a military department may enter into cooperative agreements with States, local governments, Indian Tribes, non-governmental organizations, and individuals...” This project is in support of the Integrated Natural Resources Management Plan (INRMP), as directed in the Sikes Act.

**1.1.2** In agreement with the above stated goals, the Cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the Pacific Air Forces Regional Support Center’s responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.), and the Endangered Species Act (16 USC 1531 et seq.).

**1.1.3** In accordance with section 6305 – Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977 (31 U.S.C. § 6301 et seq.), substantial involvement is expected and required between the Department of Defense (DOD) and the Cooperator when carrying out the activity contemplated by the cooperative agreement.

The 611 CES agrees to provide substantial involvement to include, but not limited to, the following:

- Provide review and comment on all written deliverables.
- Provide input, as needed, on study design, methodologies, and logistics.
- Provide Cooperator with access to existing federal equipment (purchased in prior years for this program) needed to complete the project (i.e. vessel, scuba tanks, etc.).
- Assist with logistical support in gaining clearance and access for personnel to the installation
- Provide biosecurity consultation on proven methods for preventing the importation of invasive flora and fauna to the installation and surrounding area.
- May provide qualified vessel captain for field surveys

## **2.0 OBJECTIVES**

The purpose of this Statement of Work is to outline tasks and projects related to conducting marine fish surveys to support the Department of Defense natural resource planning at Wake Island Airfield (WIA), Wake Atoll. The U.S. Air Force (USAF) 611<sup>th</sup> Civil Engineer Squadron (611 CES) has requested that the Cooperator evaluate marine fishery resources for the WIA Integrated Natural Resources Management Plan (INRMP), under Sikes Act responsibilities, and also potential impacts that may occur in the nearshore or coastal environment. The marine survey components of this work plan are mission essential and vital for future environmental permitting, and therefore have priority over other project tasks. This Statement of Work is follow-on work directly related to prior year items identified as needing additional information.

## **3.0 MAJOR REQUIREMENTS AND TASKS**

The tasks, expected requirements, deliverables and associated support documents for these tasks are discussed below. The Cooperator will obtain all permits and approvals necessary to obtain site access, collect and transport samples, and specimens, and interact with federally listed ESA species (as needed). All deliverables related to this agreement will be referred to as a specific deliverable number; Section 4.0 outlines all project deliverables. Administrative costs such as prorated direct costs are not allowable costs for this project. The following are scope of work requirements:

The field work associated with this scope of work is intended to be carried out by qualified staff with specific expertise in and qualifications as outlined below.

Personnel Requirements:

- The Primary Investigator and all Biologists assigned to this scope of work must have at least two years of previous experience with marine fish surveys in the Pacific.
- All field staff must be certified in CPR/First Aid, Oxygen Administration, and have pertinent training in dive related medical response (e.g. DAN courses), or equivalent training or more advanced medical knowledge (i.e. EMT, Paramedic, Doctor).
- All dive personnel shall have current dive credentials with their respective agency and have current medical clearances on file with their Dive Safety Officer.
- All personnel conducting underwater survey work will have a minimum of three years of professional dive experience and at least 50 logged scientific dives.
- Vessel Operators shall have a federally recognized certification to operate a powerboat. This can include Dept. of the Interior Motorboat Operator Certification Course, US Coast Guard Captain's License, Merchant Mariner's License, etc., or AF approved equivalent. No person shall operate a vessel on Wake Atoll without prior approval of the AF Point of Contact and the WIA Base Commander.

### **3.1 Task 1: Draft Work Plan**

A Draft Work Plan (Deliverable 1a) shall be created by the Cooperator displaying how and when the work will be completed over the course of the period of performance. The work plan will detail the project schedule and shall have a full breakdown of project costs and budget for each task. Dates of site visits to the installation to perform surveys shall be narrowed down to specific calendar dates. The use of Gantt charts to depict project schedule is appropriate for the work plan. Deliverable submission dates shall also be depicted within the draft work plan. A list of employees, inclusive of their educational certificates and licenses shall also be portrayed in the work plan. Scientific support and rationale for the methods of choice for surveying marine fish and analyzing prior year data shall be depicted in the work plan. The Cooperator will detail through the work plan that fishery surveys will occur across the atoll including the lagoon environment. Surveys of the lagoon may be conducted as deemed appropriate during days when conditions do not allow for reef surveys. The work plan will detail how the Cooperator will answer the four objectives and the methodologies used to complete the analyses. A Draft Work Plan shall be submitted to the government within 14 calendar days of date of task order award. The government shall be afforded a 14 calendar day review period and shall provide the Cooperator with comments to utilize for finalization of the document.

### **3.2 Task 2: Final Work Plan**

The Cooperator shall utilize the government comments to make final edits and changes to the work plan. A response to each government comment shall be documented by the Cooperator within a response to comment matrix, which shall be submitted alongside the Final Work Plan

(Deliverable 1b). The Cooperator shall populate a comment matrix which shall depict the Cooperator's written response to each government comment. The populated comment matrix in addition to a Final Work Plan addressing each comment, shall be submitted no later than 48 calendar days after award for 611th CES approval.

### **3.3 Task 3: Field Surveys**

In 2017, the tripartite agency body (USFWS, State of Hawaii, USAF) approved the Integrated Natural Resources Management Plan for Wake Atoll (and Kokee and Mt Kaala installations as well) and it serves as the installation planning guide for project implementation. Within this approved planning document the PRSC lists this project and its tasks under Objective FWM-4 (Employ a systematic approach to managing wildlife resources, using a process that includes inventory, monitoring, modeling, management and assessment) and Objective OR-2 (Implement a fishing permit system to track fishing pressure on Wake Atoll).

The Cooperator shall document the fish species identified in addition to the host of non-target species Cooperator establishes within their work plan and deems representative of other feeding guilds. Methods used to accomplish this task shall be in accordance with the approved work plan. Catch and release, as well as careful handling shall be executed by the Cooperator during all field work. This agreement includes funds for the purchase of supplies needed, and any purchases shall become the property of the AF upon completion of the project. The Cooperator shall be responsible for procuring these supplies and getting them to WIA utilizing the services of the installation support contractor. The Cooperator is responsible for any and all subcontracts required to obtain rental vehicles, vehicle fuel, hotel, boat fuel, meals, flights, shipping, logistics support, and on island freezer usage. It is recommended that Cooperator utilizes a subcontract with Cooperator for on island transportation, tank fills, and shore-side labor if Cooperator lacks such team members and logistical expertise.

The survey methods shall ensure that future biological surveys can compare data amongst years, thus replication and objectivity are important themes for the methods to encompass. A detailed description of the methods used to capture fish, index or census their population, and evaluate the health of the species communities shall be documented a draft and final project report. The methods and analysis of choice, shall afford the 611 CES the ability to compare future years data against the data collected under this effort. The data generated from this effort shall be used to evaluate whether a non-target or target group is experiencing a population decline or other form of impact due to fishing or other stressor. This theme should be considered during the development of each stage of the project so as to ensure the data streams started persist through the years. This time limitation shall be considered when evaluating how many species can be surveyed and the spatial distribution of sampling sites across the atoll's waters.



The implementation of this project shall undertake quantitative fish surveys targeting previously defined target fish species which had established baseline datasets prepared during previous projects, other commonly encountered pelagic fish which are pursued by recreational fishers on the atoll, forage fish (serving as the prey base for piscivorous fish targeted by fishermen), and species of management concern as directed by the AF POC. The surveys will focus on the seaward reefs of the atoll as well as the lagoon.

At least four weeks (with 4 dives/ day- or equivalent survey effort) will be allocated towards in-water fish surveys. The exact schedule will be defined and agreed upon by the Cooperator and AF POC in the work plan, but shall be similar in scope to that proposed below:

Southern Shoreline Survey Area: effort, 6 days of fieldwork

- (1) Reef Flat - 1 survey day,
- (2) Reef Crest - 1 survey days,
- (3) Upper Fore Reef - 2 survey day, and
- (4) Lower Fore Reef - 2 survey days.

This effort will then be duplicated on the western, northern, and eastern shores. Approximately 4 days of survey effort should be put towards the lagoon area.

### **3.4 Task 4: Outreach and Education**

Cooperator shall work in advance of travel to WIA to schedule a fisheries outreach and education event, said event shall occur while the Cooperator is on island for the fisheries surveys and is not intended to be a separate trip. Cooperator is required to coordinate outreach event with the Air Force Detachment Commander and the Base Operating Support (BOS) contractor prior to arrival on island. This outreach event shall include refreshments; Cooperator should consider working with the BOS contractor to arrange a sub agreement to support this requirement. The Cooperator shall identify the date of the outreach event within their draft work plan schedule. An invitation to this event is to be shared with both US Fish & Wildlife and National Oceanic Atmospheric Administration outreach event; Cooperator shall plan for absorbing the cost for two representatives from both USFWS and NOAA to attend this event on Wake Island during a one-night stay (flight, billeting, meals and per diem).

The outreach event should cater towards those who intend to fish while living and working on the atoll, with an emphasis on reef and lagoon fishing practices. Mandatory attendance during weekends is not something the government can enforce the BOS contractor to perform, thus the Cooperator shall utilize voluntary language in all advertisements for this event and ensure the event falls on a non-work day for BOS contractor staff. The outreach event shall instruct attendees to perform the following: careful release, fish identification, safe hook removal,

measuring techniques, how to populate the PRSC's recreational fishing survey forms. The event should include a review of the PRSC's Wake Island Operating Guidance on the Environmental Compliance and Protection of Natural Resources (dated 13 April 2017).

Cooperator shall have a signup sheet at the event for participants to sign in. Pictures shall also be taken during this event; both the photos and sign in sheets are to be included in the Final Project Report. Presentation material utilized during the event and the efficacy of such training shall be discussed within the Final Project Report. In support of the outreach event, the Cooperator shall procure and disperse the following materials to those who attend the volunteer outreach event: trucker hats, long sleeve wicker UV shirts, sun hats, reef safe sunscreen, and letters of educational certification recording their attendance. An estimate of appropriately 75 attendees is appropriate for this event. A draft outreach event program depicting the outreach events composition, materials to be presented, instructors, and complete schedule shall be submitted alongside the draft work plan within 90 calendar days of award. The draft outreach event program shall be defined as "Deliverable B", while the final outreach event program and associated populated comment matrix, deemed "Deliverable B1, and B2" respectively. The 611 CES, will have 28 days to review and provide comments on the draft outreach event outline. The Cooperator shall submit a final outreach event program to the 611 CES within 14 calendar days of receiving comments from the government along with a populated and completed comment response matrix addressing each government comment.

### **3.5 Task 5: Data analysis**

Several studies have been undertaken in previous years to understand the effects that recreational fishing pressure is having on marine fishery resources at Wake Atoll. The Cooperator will undertake a detailed analysis of all previous datasets and incorporate the data from this project in order to provide the AF with a comprehensive understanding of the impacts fishermen are having on the resource. This will include analysis of fishing logs as well as survey datasets from previous years. The Cooperator will work with the AF POC to determine what data should be synthesized for analysis and the plan for this data and methodologies will be incorporated into the work plan. Upon completion of these analysis the Cooperator will be able to provide the AF with an assessment of the efficacy of current and prior management actions and recommend areas for improvement and changes to better manage this resource.

### **3.6 Task 6: Draft Project Summary Report**

Results from the execution of Task 3 shall be summarized within a draft project summary report (**Deliverable 2a**). The net effort expended to complete the tasks shall be quantified in hours and this net effort shall be included in the report. Hours shall be separated out amongst all tasks. Detailed descriptions of the methodologies used to complete task 3 shall be included in the draft

project summary report and must follow accepted best practices established by the research community for the monitoring of these fauna. In writing all reports, the Cooperator shall use the “instructions for authors” and document formatting style required by the Journal of Wildlife Management, Coral Reefs, or other prominent tier one academic journal as a template. At minimum the draft report shall include the following headings: Abstract, Introduction, Study Area, Methods, Results, Discussion, Management Implications, Acknowledgments, and Literature Cited. The Cooperator shall identify the 611<sup>th</sup> CES as the responsible party for funding the project within the Acknowledgments section. The draft project summary report shall be submitted to the government no later than 90 days prior to the end of the period of performance. The Cooperator shall grant the government 14 calendar days to review the draft summary report.

### **3.7 Task 7: Final Project Summary Report**

The government shall expend 14 calendar days reviewing the draft project summary report and issue comments to the Cooperator to address upon closure of the 14 calendar review period. The Cooperator shall create a response to each comment and create a response to comment matrix. The matrix or spreadsheet should depict each government comment as well as the Cooperator’s response to each of those comments. After completing the responses, the Cooperator shall use the matrix to make appropriate changes to the draft project summary report in order to create a final product. The Final Project Summary Report and populated response to comment matrix (**Deliverable 2b**) shall be submitted to the 611<sup>th</sup> CES no later than 14 calendar days from the end of the period of performance.

## **4.0 REPORTS, DELIVERABLES, and SCHEDULE**

### **4.1 Draft work plan**

Created by the Cooperator displaying how and when the work will be completed over the course of the period of performance and shall include a budget breakdown (see Task 3.1). Draft Work Plan shall be submitted to the government within 14 calendar days of date of task order award.

### **4.2 Final work plan**

Utilizing AF comments, Cooperator shall make final edits and changes to the work plan (see Task 3.2). Final Work Plan addressing each comment, shall be submitted no later than 48 calendar days after award.

### **4.3 Monthly Progress Reports**

The Cooperator shall submit Quarterly Progress Reports summarizing activities to the

USACE Project Manager, and AF Technical POC. Monthly progress reports will include assessment and investigation activities, any significant occurrences (boat concerns, dive accidents, near misses, etc.), and anticipated work for the following month.

**4.4 Draft Project Summary Report**

The draft project summary report (see task 3.6) shall be submitted to the government no later than 90 days prior to the end of the period of performance.

**4.5 Final Project Summary Report**

The Final Project Summary Report (see task 3.7) and populated response to comment matrix shall be submitted to the 611<sup>th</sup> CES no later than 14 days prior to the end of the period of performance.

**4.6 Deliverable Schedule:**

<b>Deliverable</b>	<b>also listed as:</b>	<b>Completion Date</b>
Draft work plan	Deliverable 1A	14 days after award
Final work plan	Deliverable 1B	48 days after award
Monthly Progress Reports		monthly after acceptance of work plan
Draft Project Summary Report	Deliverable 2A	90 days prior to the end of the period of performance
Final Project Summary Report	Deliverable 2B	14 days prior to the end of the period of performance

**5.0 LOGISTICS**

**5.1 Base Access**

For Base Access at Hickam Air Force Base, Cooperator staff will coordinate with staff from the 611 CES to obtain permission for entry of all non-Common Access Card (CAC) holders. Entry for non-CAC card holders will require sponsorship from approved on-base personnel.

For access to Wake Island Airfield (WIA), Cooperator staff with coordinate with staff from the 611 CES to submit all entry paperwork for each traveler on time, including but limited to:

Military Air Request Forms

Wake Island Medical Questionnaires  
Travel Authorizations  
Securing Round Trip Flights from HIK to AWK to HIK  
Third Party Service Agreement with BOS for base services

The 611 CES, Project Manager will support the Cooperator in securing approval to WIA provided that the Cooperator and all Cooperator staff have appropriate identification and documentation (i.e. passports). All persons wishing to be granted access to Wake Island will obtain Entry Authorizations and Orders from the 611 CES. The Cooperator is responsible for filling out forms issued to them by the 611 CES Project Manager. All visitors to Wake shall fill out personal medical information forms to be housed by the contracted doctor or paramedic who serves as the islands medical support lead. The establishment of a subcontract with the BOS contractor may be used for base access when traveling from the Air Mobility Terminal on Joint Base Pearl Harbor Hickam to Wake Atoll, as well as other logistical needs such as equipment staging, shipping, and vehicle rental when on island. The 611 CES Project manager shall populate letter of introduction (LOI) for each Cooperator team member depicted on the Work plan roster. The LOI will serve as the access orders for each Cooperator. The rotator flight, which is a contracted 757 from a private US company called ATI, visits the atoll twice a month, thus the Cooperator shall take this frequency of transport capability into account when proposing how to implement the tasks within this SOW.

The Cooperator shall submit requested personnel information for those parties who would visit the installation, and the issuance of site clearance is contingent upon approval of the AF. The AF reserves the right to refuse entry to any personnel onto Air Force property at any time.

## **5.2 Other Logistical items**

The Cooperator will work with the USAF 611 CES Natural Resources team on Joint Base Pearl Harbor – Hickam (JBPHH), Oahu to execute this project. The 611 CES team on JBPHH will serve as the logistics point of contact, and specifically the 611 CES Natural Resources Program Manager/ Installation Biologist, Paul Brown, will be the technical reviewer of deliverables. Upon receipt of funding for the fish surveys, the Cooperator would begin logistics planning for the proposed fieldwork. Third Party Support Agreements would be set up with the Wake Island Airfield Base Operating Support for: billeting, meals, vehicle rental, dive tank fills with the Fire Department, and shipping support for all field equipment in addition to other identified tasks and needs. Cooperator will set up sub-agreements using a Transportation Account Code (TAC) as well as contracting agreements for round-trip flights for personnel from Hickam Air Force Base to Wake Island Airfield.

The plane (detailed above) also shall serve as the Cooperator's primary method of cargo shipment. In addition, the annual re-supply barge may be utilized by the Cooperator for larger more cumbersome items and said barge departs each year in the month of May. The Cooperator shall utilize their TAC code for shipments on plane or barge, as well as for their passenger ticket purchases for the rotator flight.

### **5.3 Materials and equipment**

The Cooperator is expected to furnish all of the equipment required for the completion of this SOW, except for those items mentioned previously regarding AF in-kind contributions and the PRSC/ 611 CES will be provided the opportunity to retain all supplies and equipment purchased for this project after completion of the period of performance.

**5.3.1** This agreement does include the purchase of supplies needed to conduct the field work and observations. The Cooperator may utilize existing AF equipment previously secured for this on-going monitoring effort (vessel, dive tanks, etc.). All AF equipment shall remain within the immediate area of Wake Atoll and the surrounding waters.

**5.3.2** If additional equipment is deemed necessary based on the methodologies utilized, it is the responsibility of the Cooperator in securing that equipment and the 611 CES shall be notified if any delays may occur as a result of equipment procurement.

**5.3.3** The Cooperator is responsible for all costs associated with the project, inclusive of, but not limited to: equipment shipment, vehicle rental, any other transportation costs, billeting, meals, dive tank fills, vessel fuel, and any other associated costs required to fulfill this Scope of Work.

## **6.0 GIS REQUIREMENTS**

The project surveys and associated deliverables require the need for GIS data to be collected and submitted. The following guidance is provided for completing environmental GIS data development or performing GPS surveys and inventories of environmental data. The project work shall take place in and around an active AF installation. No geospatial data may be shared without the express written approval of the AF.

The AF Environmental Geographic Information System (GIS) mission is to support AF wide environmental programs by collecting, developing, and maintaining spatial data within Functional Data Sets (FDS). FDS spatial data has been standardized to the Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE) 3.1, Air Force Adaptation. All products associated with this contract that generate GIS data, such as GPS data collection (i.e.

transects, turtle observations, dive sites, etc.) or other related overhead (plan) views of WIA (partial or entire) must adhere to the following requirements.

- The Cooperator will develop GIS data to comply with all applicable Data Layer Specifications (DLS). The Cooperator shall provide final ArcGIS shapefiles for all spatial data collected.
- The Cooperator will utilize the appropriate SDSFIE USAF compliant template. The appropriate template will be transmitted to the Cooperator through AMRDEC-SAFE (<https://safe.amrdec.army.mil/safe/About.aspx>) or other equivalent secure network based data transmission system following award.
- The Cooperator is responsible for delivering the spatial data in the applicable Universal Transverse Mercator (UTM) coordinate system, World Geodetic System 1984 (WGS84) datum and spheroid, which for Wake Atoll is UTM Zone 58 North.
- Prior to generating GIS data, the Cooperator shall coordinate with 611 CES to determine the current version being used for all software, data, and data standards.
- All metadata associated with the Air Force Environmental GIS Program data layers must meet the Federal Geographic Data Committee (FGDC) Content Standard for Geospatial Metadata (GSDGM), revised in June 1998. Metadata must also include all content stated in the metadata section of each Data Layer Specification (DLS).
- GIS data generated during this project is considered by the government to be “sensitive, but unclassified.” The intent of this clause is to prevent intentional or unintentional dissemination of “sensitive, but unclassified” information to include unauthorized access to the source and product data by any entity wishing to do harm to the USAF or United States Government while the data resides on the Cooperator 's computer network. The Cooperator is responsible for transmitting all GIS data in the proper format (typically ArcGIS shapefiles) agreed upon by the AF via AMRDEC-SAFE (<https://safe.amrdec.army.mil/safe/About.aspx>) or other equivalent secure network based data transmission system. GIS data transfers may also be via DVD.

## **7.0 COMMUNICATIONS**

### **7.1 Data ownership**

All reports and data generated under this contract are the property of the government and distribution by the Cooperator to any source, unless previously authorized by the 611 CES and/or AF Public Affairs, is prohibited.

## **7.2 Media contact**

The Cooperator shall not make available to the news media or publicly disclose any data generated or reviewed under this contract. If approached by the news media, the Cooperator shall refer them to the AF Technical POC for response.

## **7.3 Scientific Publications**

The 611 CES supports the utilization of these data in the furtherance of science. However, the Cooperator is advised that the government, as owner of the data, reserves the right to review the Cooperator's proposed publications and approve or deny publication of data collected subject to the provisions of the Freedom of Information Act (FOIA). As such, all data produced as a result of project work is accessible to the public unless specifically exempted under FOIA due to personal privacy, national security, and/or law enforcement. Due to the sensitivity of location data for stationary ESA listed species, any publication of these data will require additional scrutiny. In the event the Cooperator wishes to publish findings in the scientific literature (or other venue) which utilizes field data from this award, the Cooperator agrees to share a draft version of the publication with the 611 CES point of contact prior to submitting any documents for publication. The 611 CES POC will share the document with the 11<sup>th</sup> AF Public Affairs Office. The AF shall then review the document and return comments and written permissions (if approved) 60 days after a submission request. The AF reserves the right to refuse approvals for publication due to the above sensitivities and exclusions.

## **7.4 NOTIFICATION REQUIREMENTS**

The Cooperator is required to notify the AF Technical POC and the USACE Project Manager of critical issues that may affect the project performance and/or human health and the environment. The types of issues that require notification include, but are not limited to, health risks, fuel spills, dive accidents (and near misses), unusual inclement weather conditions, unacceptable materials, Unexploded Ordinance (UXO), and changes in critical personnel. On critical issues, especially regarding human health and safety, oral notification will be made immediately to on-island Fire Dispatch and the AF commander at WIA, subsequently followed by written notification as soon as practical.

## **8.0 PERIOD OF PERFORMANCE**

The period of performance is 18 months from date of award.

## **9.0 POINTS OF CONTACT**



The POC for USACE Project Management is Ms. Charis Cooper. Cooperative Agreement questions should be addressed to the Grants Officer, Olen Northern. Correspondence should be addressed as follows:

Charis Cooper  
U.S. Army Corps of Engineers  
Environment & Special Projects  
ATTN: CEPOA-EC-EE  
P.O. Box 6898  
JBER, AK 99506-0898  
Phone: 907-753-5692  
Email: Charis.A.Cooper@usace.army.mil

Olen Northern  
U.S. Army Corps of Engineers  
Contracting Division  
ATTN: CEPOA-CT  
P.O. Box 6898  
JBER, AK 99506-0898  
Phone: (907) 753-2525  
Email: Olen.R.Northern@usace.army.mil

The USAF Technical POC is Paul Brown. Routine correspondence should be via email when appropriate.

Paul Brown  
[Dillon.Brown.1@us.af.mil](mailto:Dillon.Brown.1@us.af.mil)  
808-449-0573  
U.S. Air Force, 611 CES/CEIE  
Joint Base Pearl Harbor-Hickam  
Honolulu, HI 9685

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**Lease vs. Buy Evaluation Factors**

The NFE shall provide a cost analysis for Lease vs. Buy factors. The following factors shall be considered at a minimum, and shall contain numerical values where applicable.

<b>Factors</b>	<b>Lease</b>	<b>Buy</b>
Estimated Period of Use/Extent of Use		
Financial Advantages		
Cumulative Rental Payments for Estimated Time Period		
Transportation and Installation Costs		
Maintenance & Other Service Costs		
Potential Obsolescence of equipment due to imminent technological improvements		
Availability of Purchase Options		
Potential for Use by other Agencies after preliminary use has ended		
Trade-in or Salvage Value		
Imputed Interest		
Can the equipment be serviced by the government or other sources if it is purchased?		
<b>Total Cost:</b>		

<b>Factors</b>	<b>Lease</b>	<b>Buy</b>
Estimated Period of Use/Extent of Use		
Financial Advantages		
Cumulative Rental Payments for Estimated Time Period		
Transportation and Installation Costs		
Maintenance & Other Service Costs		
Potential Obsolescence of equipment due to imminent technological improvements		
Availability of Purchase Options		
Potential for Use by other Agencies after preliminary use has ended		
Trade-in or Salvage Value		
Imputed Interest		
Can the equipment be serviced by the government or other sources if it is purchased?		
<b>Total Cost:</b>		

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Project Past Performance

Project Name,	
Project Location:	
Contract or Cooperative Agreement #:	
Size (Value):	
Technical Complexity:	
Technical Team Utilized:	
Point of Contact(s):  Provide Email and phone number	

## Proposal Submission Evaluation Criteria and Basis of Award

### Marine Fish Surveys USAF 611 CES/CEIE Wake Island Airfield

The Government will evaluate technical proposals in accordance with the criteria described herein and award a Cooperative Agreement task order to the responsible grantee whose proposal is determined to represent the best overall value to the Government. Proposals will not be ranked. The Government will not award a Cooperative Agreement to a grantee whose proposal contains a deficiency.

The evaluation factors for this action are:

- Factor 1, 40%: Experience (most important technical factor)
- Factor 2, 35%: Technical Approach (2<sup>nd</sup> most important technical factor)
- Factor 3, 25%: Cost (reviewed after the technical package for fairness and reasonableness, and weighted against the totality of the technical factors)

After listing proposal strengths, weaknesses and deficiencies, the Government will assign an adjective rating of Outstanding, Good, Acceptable, Marginal, or Unacceptable to each technical factor which reflects the Government's confidence in each offeror's ability, as demonstrated in its proposal, to perform the requirements stated in the grant. The adjectival ratings shall be assigned, using the following criteria, which incorporate a proposal risk assessment:

Weight	Adjectival Rating	Description
4	Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths.
3	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength.
2	Acceptable	Proposal indicates an adequate approach and understanding of the requirements.
1	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements or contains an element of risk.
0	Unacceptable	Proposal does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is unawardable.

## **PROPOSAL AND SELECTION CRITERIA**

The Cooperator shall be evaluated in accordance with the selection criteria below. The selection criteria are listed in descending order of importance.

### **Factor 1 Experience**

The Cooperator shall demonstrate prior project experience relevant to the attached SOW, completed within 5 years of the RFP, and other qualifications and technical competence in all of the following areas:

- (1) Experience conducting marine aquatic species surveys in the Pacific.
- (2) Experience employing a systematic approach to managing wildlife resources, using inventory, monitoring, modeling, management, planning and assessment.
- (3) Planning and managing time critical work, performing studies, projects or plans in accordance with applicable guidance and regulations.
- (4) Experience supporting DoD natural resource programs.

The Cooperator shall provide examples of up to four (4) past projects of similar size, scope and complexity that best demonstrate the above qualifications. Submit projects that are at least 25% complete or were completed within the past five (5) years. The example project summaries shall be limited to one (1) page each. The example project summaries shall identify:

- Title/Subject
- Location
- Duration
- Brief description
- Roles and work self-performed
- Date project began and if completed
- Complexities or key accomplishments
- Client contact information

The Government will utilize the example project summaries to evaluate the capability and experience as a basis for comparing offerors to determine best value.

### **Factor 2 Technical Approach**

The Cooperator shall provide a brief narrative of their technical approach and a milestone schedule. The narrative shall be no more than 1 page per main task and must include:

- A discussion of the technical approach to accomplish the performance work statement requirements, detailing number of hours anticipated to complete the project deliverables.
- A discussion of the quality assurance, quality control, and other technical activities that will be implemented to ensure that quality data are collected to support project data quality objectives

- A discussion of applicable regulatory requirements and how project requirements will be implemented.
- A discussion of all assumptions.

The Cooperator shall also provide an organizational chart with the proposed project team with defined roles, responsibilities, and lines of communication for all key personnel and sub-cooperators.

The evaluation standard has been met when the Cooperator demonstrates an understanding of the work that adequately addresses the task order requirements. The inclusion of numerous assumptions that significantly “assume away” Cooperator risk with regard to major issues or problems that may be encountered on the project will be considered unacceptable.

### **Factor 3      Cost**

Provide proposed cost to the government. Allowable costs incurred by institutions of higher education is determined in accordance with the provision of OMB Circular A-21, "Cost Principles for Educational Institutions," ONR negotiated rates, and institutional policies. OMB's cost principles are contained in 2 CFR 200.400-.475 et seq.

Cost is considered less important than non-cost factors and will be evaluated for fairness and reasonableness per OMB cost principles. If more than one proposal are rated as having equal non-cost factors, the lowest cost tender of the proposals received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.