

SCOPE OF WORK

BAT SURVEYS AT NAVAL BASE SAN DIEGO, CALIFORNIA

May 2020

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A. PURPOSE

The purpose is to provide Naval Base San Diego (NBSD) with an understanding of the diversity, relative abundance, habitat preference and roosting locations of bats across the installation and its holdings and to monitor for the presence of the fungus that causes White-nose Syndrome (WNS). This is follow-on work to studies performed in 2018 and 2019. Bats are integral components of the ecological community as they control insects and more than 530 species of plants rely on them for pollination. With massive population declines of numerous eastern bat species from WNS and the recent findings of WNS west of the continental divide, which was originally thought to inhibit WNS expansion, more complete and frequent monitoring of bat species is needed. This proposed project will benefit the Navy by providing a framework for understanding changes in bat populations and the risk to those populations from WNS, and supporting implementation of NBSD's Integrated Natural Resources Management Plan (INRMP). This project will support compliance with the Sikes Act, State of California Management of Fish and Wildlife on Military Lands [3450-3453], Department of Defense (DoD) Instruction 4715.03 (Natural Resources Conservation Program), and OPNAVINST 5090.1D (Environmental Readiness Program).

B. LOCATION

Maps are provided as attachments for Naval Base San Diego, Mission Gorge Recreational Facility, and Chollas Heights.

Naval Base San Diego

NBSD Main Site is located on the eastern edge of San Diego Bay, bordered by the cities of San Diego to the north and east and National City to the south and east in San Diego County, and is situated about 3 miles southeast of the San Diego city center and 10 miles north of the U.S./Mexico International Border.

NBSD Main Site occupies a site lying east and west of Harbor Drive and occupies 1,036.5 acres (419.5 hectares) of land and 298 acres (120.6 hectares) of water extending into San Diego Bay. A 25.8-acre (10.4 hectare) compound owned by Naval Supply Center and 40 acres (16 hectares) of railroad right-of-way owned by the Atchison, Topeka & Santa Fe Railway and the Metropolitan Transit Development Board are within the NBSD boundary.

NBSD Main Site, the largest facility in the NBSD complex in terms of ships, people, and supported operations, is centrally located to meet the administrative mission of NBSD to coordinate between joint operations and the functioning of regional service centers such as Naval Supply Command, Navy Public Works Center, and the regional commissary store. NBSD is highly developed and has few natural resources, other than two heron and egret nesting rookeries, Paleta Creek, Chollas Creek, and general landscaping on the community facilities complex, which is the area of NBSD Main Site east of Harbor Drive (also referred to informally as the "dryside"). The bayfront area (west of Harbor Drive, also known as the "wet side"), is highly industrialized and lies along the San Diego Bay. Chollas and Paleta creeks also cross NBSD Main Site.

Mission Gorge Recreation Facility (Admiral Baker)

Mission Gorge Recreation Facility (MGRF) is a 448-acre (181-hectare) facility located north of the community of Allied Gardens in the city of San Diego along the San Diego River. The facility is located east of Interstate 15, north of Friars Road, west of Mission Gorge Road, and south of Marine Corps Air Station Miramar.

The majority of the land use at MGRF consists of two 18-hole golf courses and a driving range. Support facilities such as a dance pavilion, snack bar, and coffee shop are located within this area. Additional recreational facilities consisting of tennis and volleyball courts, baseball fields, and a recreational vehicle camping area are located on the southwestern edge of the MGRF.

The facility primarily consists of cultivated or landscaped habitat with various ornamental trees and shrubs planted on the golf course and surrounding areas. Natural habitat on-site includes riparian woodland along the San Diego River and coastal sage scrub adjacent to the golf course on the north and northwestern edges of the property. Most of the natural habitat on-site either occurs within the San Diego River or along very steep slopes (25 to 50 percent or greater) and is not suitable for development.

Unexploded ordinance (UXO) is a continuing hazard at MGRF. Ranges from a former military base on site have

been surface cleared, but residual UXO still surfaces from time to time, including one incident that resulted in civilian loss of life. For this reason, netting sites and equipment anchors are severely restricted but there are still opportunities of interest in areas deemed clear. Extra precaution, including daylight site preparation, may be prudent during setup and equipment retrieval.

Chollas Heights

Adjacent to the Chollas Heights Public Private Venture neighborhood, but not included in the land subject to the San Diego Family Housing Ground Lease, are natural preserve areas totaling approximately 23.5 acres. These natural preserve areas are managed by the Government (Navy), and are not included in the land that is ground leased to SDFH (Lessee).

The Chollas Heights housing area contains approximately 26 acres of open space located to the north, southwest and southeast of the main Chollas Heights housing development. The vegetation communities documented within the open space areas include non-native grassland and non-native vegetation, coastal sage scrub, maritime succulent scrub, riparian vegetation and native grassland. Forty-six species of plants were documented within the Chollas Heights housing area during the 2009 natural resources inventory; of those, 34 plant species are native.

The open space area located to the north of the main Chollas Heights housing area primarily consists of non-native grassland with smaller amounts of native grassland, coastal sage scrub, and non-native vegetation. In addition, a number of natural and created vernal pools are present in this area. In general the non-native grassland consists of wild oat, bromes, and filaree, while the native grassland is dominated by needlegrass. In this open space area the coastal sage scrub is dominated by barley, golden tarplant, graceful tarplant, California buckwheat, coast goldenbush, laurel sumac, lemonadeberry, and California sagebrush.

The southwestern open space area primarily consists of coastal sage scrub with a component of maritime succulent scrub that is dominated by cactus species. In addition a small riparian area that is dominated by willow species occurs at the base of a small canyon along the southern border. In this open space area the coastal sage scrub is dominated by California sagebrush, common encelia, low bush monkey-flower, coastal cholla, broom baccharis, and lemonadeberry.

The southeastern open space area primarily consists of coastal sage scrub with a small patch of riparian vegetation along the western edge. In addition, an area of non-native vegetation dominated by eucalyptus occurs along the southern boundary of the site. In general this open space area is dominated by filaree, California sagebrush, California buckwheat, broom baccharis, laurel sumac, mustards, olive, tocolote, tamarisk, and eucalyptus.

Satellite Sites

Additional sites in the complex include the Broadway Complex (NAVFAC SW Headquarters) and 16 privatized housing sites including Bayview Hills, Eucalyptus Ridge, Home Terrace, Howard Gilmore, Murphy Canyon Heights, and Terrace View Villas. From a Recon housing inventory report from 2011: Eucalyptus Ridge includes a high slope with a rock outcrop that has a low potential to support roosts for several sensitive bat species: western mastiff bat (*Eumops perotis californicus*), pocketed free-tailed bat (*Nyctinomops femorosacca*), and big free-tailed bat (*Nyctinomops macrotis*). While the habitat on Howard Gilmore Terrace does not appear suitable to support roosting of these bat species, they have been identified on the quarry located between two open space Navy parcels and at another location just southeast of the site (State of California 2009a). Based on the proximity to known habitat, a moderate potential was identified for each of these species to occur at Howard Gilmore Terrace.

C. DESIGNATED REPRESENTATIVES

The Cooperative Agreement Administrator (CAA) is Kellie Wilson, Contract Specialist, ACQR.RP, Naval Facilities Engineering Command Southwest, 937 N. Harbor Dr. Bldg. 1 5th Floor, San Diego, CA 92132-0001; phone (619) 532-2090, email: kellie.wilson@navy.mil.

The Base Technical Representative (BTR) is Michelle Maley, Natural Resources Specialist, Naval Facilities

Engineering Command, Navy Coastal Team, 937 N. Harbor Dr. Bldg. 1 Room 323, San Diego, CA, 92132-0001; phone (619) 532-2686, email: michelle.maley@navy.mil.

The Cooperative Agreement Technical Representative (CATR) is David McNaughton, Natural Resources Specialist, Naval Facilities Engineering Command, Marine Corps Team, 937 N. Harbor Dr. Bldg. 1 Room 323, San Diego, CA, 92132-0001; phone (619) 532-4403, email: david.k.mcnaughton@navy.mil.

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

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

3. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer/CAA 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.

4. The Recipient will designate at time of proposal submission the individual within their organization who is authorized to negotiate with the CAA. The designation will stipulate the individual's authority to commit the Recipient.

D. PERIOD OF PERFORMANCE

The period of performance covered by this agreement will be 24 months from date of award. The parties may extend the term of this agreement by written modification. This Agreement contains two (2) option period, 18 months each. Otherwise, option periods will be identical in scope and work to the requirements of the base award (Section G and H). The total duration of this Agreement, including any modifications, shall not exceed five (5) years. All option periods are subject to the availability of funds and may be unilaterally awarded.

A fifteen (15) day period, starting on date of award, will be used for the Recipient 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), etc. A Draft Work Plan will be due within 15 days of the site visit. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

E. MATERIAL AVAILABLE FOR REVIEW

Recipient and/or his/her representative(s) will have access to the following materials through the CATR or BTR. The Recipient shall pay for or replace any items borrowed that are damaged, stolen, or lost. Some examples of Materials Available for Review are:

- a. 2014. Final Integrated Natural Resources Management Plan, Naval Base San Diego, California.
- b. Geographic Information Systems (GIS) maps (general) of NBSD.
- c. 2019. NAVFAC Southwest Service Area Facilities Bat Inventory
- d. 2013. Final Report. Bat Surveys at Mission Gorge Recreational Facility, Naval Base San Diego, California.

F. GENERAL REQUIREMENTS

1. The Recipient shall be responsible for providing all labor, materials, equipment, and supplies used in this study. 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. 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. All data (raw and associated files), photographs, and equipment > \$5000 per unit in value and supplies > \$5,000 in aggregate value purchased with Agreement funds (including computer software) shall become the property of the Department of the Navy (DoN) at the end of the 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. 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 bat surveys and analyzing results including biological samples.
6. Due to the complexity of work, the Recipient shall provide the following:
 - a. **PROJECT MANAGER:** The Recipient shall designate one person as responsible for ensuring that provisions are in place for project and personnel supervision, quality control and meeting of reporting requirements on a daily basis. This person is expected to be onsite for all field operations, unless exempted by the BTR (i.e. for equipment retrieval). This person shall have, at the minimum:
 - 1) Bachelor of Science degree in zoology, biology, ecology, wildlife management or a related field experience from an accredited college or university
 - 2) Ten (10) years of experience with acoustic recording and identification of bats in California.
 - 3) Ten (10) years of experience in hand and mist netting capture, and physical identification of bats in California.
 - 4) Five (5) years of previous inventory, monitoring, or research experience.
 - b. **FIELD TECHNICIAN:** The project manager may serve as their own field technician or provide a person or persons in this role. The person shall have, at the minimum:
 - 1) Bachelor of Science degree in zoology, biology, ecology, wildlife management, or a related field experience from an accredited college or university.

- 2) Specific knowledge of bat ecology, appropriate bat monitoring techniques, and demonstrated ability to competently capture and handle bats.
 - 3) One (1) year of experience in the use and deployment of ultrasonic bat detectors, and bat hand capture equipment (e.g. mist nets and harp traps).
 - 4) Ability to keep clear, legible, and accurate notes.
7. 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.
8. The Recipient shall work closely with the CATR and BTR in planning and carrying out all field investigations.
9. Due to the classified nature of the activities on the Installation(s), 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 BTR immediately.
11. Prior to accessing the Installation, the Recipient shall meet with the designated BTR 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 BTR 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. The Recipient shall, in particular, attempt to contact and utilize information from the local Navy offices and other professionals who are experienced in bat monitoring.
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 BTR 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 [e.g. 10 (a)(1)(A)] from the state and federal regulatory agencies (i.e., California Department of Fish and Wildlife, 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 speakerphone 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 BTR 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 BTR, at their discretion, may subject draft work plans, draft reports, or draft manuscripts to external peer review.

22. Acoustic sampling will be performed to determine occupation of the site. In this regard, maximum likelihood estimator (MLE) shall be employed on a nightly basis to determine bat community composition. Files can be run through an auto-identifier (Echoclass, Kaleidoscope, etc.) but must be tested through selective hand vetting of calls within the series. The Cooperator and the Marine Corps will come to an agreement on what constitutes a reasonable subsample of calls following the first collection of data from the SD cards. This amount is likely to vary from species to species, as determined by their scarcity, their similarity to other species, their listing status, and the autoidentifier's strengths and weaknesses. The cooperators may reach out and share acoustic files to colleagues for verification of identifications. The cooperators will be encouraged to submit call files, identifications, and other pertinent data to the NA Bat Project for long-term Federal storage and public analysis.

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 **NBSD** BTR at (619) 532-2686. Under no circumstances are any federally protected plants to be disturbed and/or destroyed when completing the work required by 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 (e.g. digging, installing posts or stakes, etc.) are to take place without coordination and concurrence from the **NBSD** BTR at (619) 532-2686 and the Cultural Resources Manager David Sproul at (619) 532-2819. 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 BTR. 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. No buildings will be modified or altered without permission from the **NBSD** Public Works Officer, and the Architectural Historian David Sproul at (619) 532-2819. The Recipient shall not violate the National Historic Preservation Act.

26. 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.

27. The Recipient shall leave all work areas in a neat and orderly manner with all trash and debris associated with the performance of this Agreement being picked up and disposed of at the end of each day. The Recipient shall dispose of it properly in designated waste containers or at landfills approved by San Diego County for the acceptance of such waste.

28. The Recipient shall inform the CATR and BTR 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 the BTR as soon as possible.

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

30. Dead, injured, or sick wildlife will not be removed from the Installation except as allowed by US Fish and Wildlife Service permits. All such wildlife shall be reported immediately to the IR prior to transport from the Installation. If a target animal is unintentionally killed during capture activities, or found dead, the Cooperator shall salvage the carcass and deposit it with the San Diego Natural History Museum, unless otherwise specified on the Cooperator's permit. The Cooperator shall provide all necessary information for record and specimen tracking to NAVFAC SW in the progress and final reports.

31. Throughout the term of this Agreement the CATR and the BTR 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.

32. 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 BTR). 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 BTR) 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.

33. Identification badges, if required, will be furnished based on the individual installation security procedures. Recipient is responsible for all costs, if any, associated with obtaining proper credentials, including participation in the Defense Biometric Identification System (DBIDS) program. The Recipient must immediately report instances of lost or stolen badges to the Grants Officer. Failure of Recipient personnel to obtain entry approval will not affect the Cooperative Agreement price or time of completion. All Recipient personnel shall become familiar with and obey all Government regulations including fire, traffic, and security regulations. Refer to individual Cooperative Agreement or Station requirements provided at the kickoff meeting. Recipient personnel will not be admitted to the work site without approval. Access requirements will be as identified in station policy for each location. Some facilities, or areas within some facilities, restrict access to U.S. Citizens only.

G. SPECIFIC REQUIREMENTS

1. Determine current bat species diversity, relative abundance, and habitat preference.
 - a. Use passive acoustic detectors as the primary method to conduct monitoring. The Cooperator shall purchase 5 acoustic bat detectors and necessary supplies (e.g. memory cards, posts, solar panels, batteries, etc.) to allow for four monitoring periods of 7 days each per detector (140 total detector nights).
 - b. Visit monitoring stations regularly to swap out memory cards and download data as necessary.
 - c. Interpret and check echolocation data.
2. Conduct mist-netting to detect bat species not readily detected or reliably identified acoustically, to evaluate the bats for the presence of WNS, and to confirm species identification of echolocation calls recorded by acoustic detectors.
 - a. Conduct netting at up to 3 locations for 3 nights during the season when bat diversity is likely highest and evaluate facilities for feasibility of this method.

- b. Identify and record bat species, sex, age, tooth wear, reproductive status, parasite load, general morphometrics, and anything else noteworthy of bats captured in the nets. In addition, representative bats of each species handled shall be photo documented as well as any individual bats showing possible signs of white-nosed syndrome or evidence of injuries or abnormalities.
 - c. Propose and implement a protocol to swab bats for presence of WNS and store samples until funding becomes available for analysis.
 - d. Illuminate wings of all captured bats with UV light in the cooler season (November to June) and illuminate a subset of captures in the later, warmer season. UV light will be used to supplement swabbing and add evidence to any clinical findings, positive or negative, but will only be effective when the fungus is actively pitting the wing membrane. This method will not be considered substantive proof on its own merit for the purpose of reporting and analysis.
3. Search for potential roosting sites including inhabitable buildings, structures, ships, cliffs and cave-like structures (e.g., abandoned buildings, bunkers, culverts, etc.) on the site. If possible, conduct emergence and interior inspections of suspected roosts. If possible and available, collect specimens of carcasses and guano for WNS testing, proof of occupation, and identification. Carcass specimens shall be registered and stored with a public institution such as a museum or university.
4. Attend one (1) kick-off meeting and submit minutes; submit work and accident prevention plan, *brief* monthly status reports, and final report and all deliverables (see below).

H. MEETINGS/COORDINATION

1. The Recipient or his/her designee will attend a teleconference Kick-off meeting with the CATR and BTR to ensure coordination of activities for each Installation. The CATR or BTR shall arrange the meeting. A site visit or alternative means of discussing priority locations and habitats will also be arranged before the development of the work plan.
2. The Recipient shall be available throughout the Agreement period for consultation with the CATR and BTR(s) on matters involving bats in the project area.
3. Written Work Schedule:

The Cooperator is required to submit a draft field schedule in writing to the CATR and BTR within 15 days of the site visit (or workable alternative due to quarantine regulations). The Government will return comments within 15 days of receiving the draft, and the contractor shall finalize the work plan, resolve comments, and submit the final draft within 15 days of receiving Government comments. The schedule will identify by date, time and personnel, and location of when sites are to be sampled. Any variation(s) will be emailed to the CATR and BTR at least 2 weeks in advance of any changes.

The BTR may need details as to daily schedule, fixed equipment locations, photographs of equipment left in the field, and instructions for continued maintenance on the detectors before the Cooperator leaves NBSD or during the course of field work. Please communicate this with him/her or his/her representative on an as-needed basis.

I. 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 CAA via the CATR 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:

- (a) there are typographical errors, spelling, or grammar mistakes; or
 - (b) results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
 - (c) the document is not organized in a manner that flows well; or
 - (d) the document does not provide appropriate context, background, literature review, and comparison to other relevant studies, locations, and similar species.
 - (e) The appropriate style guide is not adhered to (in most cases this is the JWM or CSE).
2. Meeting Minutes: The Recipient shall prepare and provide to the CATR and BTR meeting minutes via email within 5 business days after the meeting. Contents shall include, but not necessarily be limited to, list of attendees with contact information, topics/issues discussed, problems and solutions identified, the task list generated at the meeting with designation of person responsible for each task listed and due dates. The Cooperator shall incorporate any Government comments to the meeting minutes and submit the revised minutes via email within 5 business days of receiving comments.
 3. Work Plan: 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. Timing can be found under H.3. Written Work Schedule.
 4. Draft and Final Accident Prevent Plan and Health and Safety Plan: The Recipient shall submit an APP/HASP concurrently with the Work Plan, but it shall be printed under a separate cover from the Work Plan. See Section L. Safety below for details.
 5. Monthly Status Reports: The monthly progress report shall be brief e-mails and include, at a minimum, names of persons participating during the month; areas surveyed; number of man hours (or days worked); brief summary of all findings to date (not presented in previous monthly reports); problems encountered and steps taken to resolve, and work proposed for the next month or survey period. MSR's shall be submitted to the CATR and BTR via e-mail within 15 calendar days after surveys were conducted.
 6. Draft Final Report: The Recipient shall provide *two* (2) electronic copies of the draft report as both MS Word and PDF files. The Draft report shall follow the formats described in Attachment A and 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 Recipient shall coordinate with the CATR to transfer any files larger than 5 MB.

The CATR and BTR will review the report and provide comments. If review and acceptance by government is not completed within a mutually agreed upon time frame, 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 mutually agreed upon review period.

Data. All raw data, data sheets, and electronic databases (including GIS data; GIS standards below) shall be submitted with the Final Report. Final electronic databases shall be submitted on a labeled CD-ROM in a pocket affixed to the Final Report (see below).

Maps.

- (a) 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).
- (b) All maps shall be printed at an acceptable scale following the GIS standards stated below. Electronic copies of all maps shall also be provided.
- (c) 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.

GIS.

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 2019) as found in Standards and Specifications for Vector GIS Deliverables (2019). All GIS data shall be delivered in a Geodatabase in accordance with these standards and spatial data shall be usable upon delivery. Contents of the GIS data should be populated as specified in this Agreement. The user shall fit collected GIS data into the named feature classes and populate feature attribute information into provided fields. If the user does not find the appropriate field for their data, they may create the fields as needed, including feature level metadata. The Navy's natural resources business line is the owner of the GIS data created as part of this Agreement. Copies of the Geodatabase template for natural resources and the entire template may be received through a request to the CATR.

GIS Data Requests: GIS Navy Facilities data for the Southwest Region is available upon request. Examples of facility data are installation boundaries, buildings, roads, recreation areas, airfields, bunkers and may include natural and cultural data. Release of sensitive data requires permission from the appropriate business line. Contact the Geo Readiness Center at M_NAVFAC_SW_GIS_Support_Requests_UD@navy.mil or Brian Giorgi, GIS Manager at brian.giorgi@navy.mil, 619-532-1168.

Delivery Requirements: Provide spatial data in a personal Geodatabase in ArcGIS 10.5 or greater utilizing the most recent Navy data standard format to populate feature classes and metadata.

PDF Format of Reports and Maps: Provide a PDF copy of all maps associated with the GIS data in this Agreement.

MXD (ESRI Map Document) Format: All constructed maps shall have the associated .mxd delivered to allow for future printing and modification. MXDs shall use the relative paths option. The Table of Contents within the .mxd shall be orderly and contain a logical naming structure.

Geospatial Data Deliverables: Geographic data shall be delivered on a CD-ROM or DVD-ROM; electronic data delivery may suffice for draft deliverables. This media shall contain only the value-added data sets as designated in this Agreement. Do not include the working files or original installation data sets that may have been used to develop the deliverables.

Projection: Geographic data shall be provided as Coordinate System in Universal Transverse Mercator (UTM) projection in the appropriate zone, Z Coordinate System in WGS_84_Geoid and Vertical Datum in North American Vertical Datum of 1988 (NAVD88).

Data Collection with Global Positioning System (GPS): Post-Processed Data. Recipient shall utilize conventional and other methods, such as Global Positioning System (GPS) for field data collection. At a minimum, the Recipient shall provide resource grade GPS collection at a horizontal accuracy level of +/- 1m and shall use differential correction to target accuracies of +/- .5 m. Global Positioning System (GPS) data collection activities will be based on a post-processed environment using an accurately sighted base station.

X,Y Coordinates from Excel to GIS: When GPS data is recorded in Excel as X and Y coordinates, the data must be in the same projection to process in ArcMap. Data recorded in different coordinate systems must be stored separately, otherwise ArcMap cannot process it. In Excel, X and Y coordinates shall be placed in separate fields and the coordinate system identified.

Metadata: Metadata must be included in the final GIS deliverable. Metadata for each individual dataset shall be populated to meet basic data population standards as identified in the ESRI standard template. Additional data shall be provided within the Abstract or Purpose as appropriate including, but not limited to:

- The name description, abstract, and purpose of the data set or layer.

- The source of the data and any related data quality information such as accuracy and time period of content.
- Describe GPS and field equipment used.
- Described the data collection method or survey protocols used; a report citation can suffice.
- Define all codes used in the data fields in the appropriate attribute definitions.
- Describe ranges of numeric fields and the meaning of numeric ranges.
- Define all fields and attributes not in SDSFIE in the attribute definitions
- Provide a point of contact to provide answer to technical questions.

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

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. 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.

8. Final Report. The Recipient shall incorporate all comments, suggestion, or edits on the Draft Final Report in to the Final Report. If the Recipient disagrees with the Navy's comments, the Recipient will provide a response to those items in a separate document as a comment matrix referencing the particular comment. The Recipient shall submit the Final Report within thirty (30) days from receipt of all Navy comments. The final report is to include color 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 as indicated above. A total of four (4) copies with laser color copies, along with an electronic version of the final report are to be submitted to the CATR and BTR (2 bound copies each) at their respective addresses. 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.

Summary of Deliverables and Due Dates

Document/Meeting	Number of Copies	Due Date
Kick-off Meeting	Minutes – 1 via email	K-O Meeting – Within 30 days after award Draft Meeting Minutes – within 5 business days after meeting Final Meeting Minutes – 5 business days after Navy comments
Work Plan	Draft – 1 via email Final – 1 via email	Draft – within 15 days after site visit Final – within 15 days after Navy comments
Accident Prevention Plan & Activity Hazardous Analysis	Draft – 1 via email Final – 1 via email	Draft – with Work Plan Final – with Work Plan
Monthly Status Reports (Small)	12 via email	Every other month, by the 5 th of the month
Draft Final & Final Report	Draft – 2 via email Final – 4 hard & bound	Draft – within 90 days after annual fieldwork completed Final – 30 days after Navy comments
Compilation of deliverables	4 on CD-ROM	With Final Report to incl. raw data, photos, and GIS shape files & .mxd

J. DATA and PUBLICATION

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

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

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

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.

K. 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 for

NBSD shall be directed to the NBSD Public Affairs Officer Krishna Jackson, telephone (619) 556-7359 and Public Affairs Officer at NAVFAC SW through the CATR.

L. SAFETY

The Recipient will be required to develop a site-specific Health and Safety Plan and Accident Prevention Plan when any fieldwork is conducted. 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 is 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 handling 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
- Field work involving the surveying and monitoring of wildlife

If the project involves a potentially hazardous activity, the Recipient shall develop an Accident Prevention Plan (APP), Activity Hazardous Analysis (AHA) and site-specific Health & Safety Plan (HASP), and submit the AHA and HASP as attachments to the APP to the CATR.

Include a job hazard analysis in the HASP for all tasks reasonably anticipated to be performed as part of this scope of work. As a minimum, references used to develop the site-specific plan are: EM 385-1-1 US Army Corps of Engineers Safety & Health Requirements Manual (November 2015 or the latest edition), and Local Activity safety plans and standard operating procedures. When developing the HASP, 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 Health & Safety Plan 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 Final Health & Safety Plan has been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final Accident Prevention Plan and Health and Safety Plan will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The Health and Safety Plan shall be immediately accessible to the Site Safety Officer 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.

M. 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.

N. 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 Section N, the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in s 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 t 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 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.

O. PAYMENTS

1. Partial payments equal to the amount of work accomplished may be made quarterly during the fieldwork 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 WAWF Instructions for instructions on payment procedures.

P. 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.fsrs.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

- (a) 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

(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>).

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

DRAFT AND FINAL REPORT FORMAT

The Final Report shall follow the formats described by Messmer, T.A and M.L. Morrison 2006. Unified Manuscript Guidelines for the Wildlife Society Peer-Reviewed Publications. Journal of Wildlife Management, 70(1): 304-320, as appropriate, with the following outline:

- i. Title page showing the title, date, Cooperative Agreement Number, and BTR and CATR contact information.
- ii. Sub-title page showing:
 - (a) Title
 - (b) “Prepared by” listing with affiliations
 - (c) “Prepared for” listing, and shall include the BTR location
 - (d) “Under contract to” listing, and shall include the CATR representative location
 - (e) Date
 - (f) Recommended citation
- iii. Table of contents, arranged as follows:
 - (a) Table of contents
 - (b) List of tables
 - (c) List of figures (photographs are considered figures)
 - (d) References/literature cited
 - (e) List of appendices
- iv. Abstract
- v. Introduction
- vi. Study Area
- vii. Methods
 - (a) This section should not be quantitative in nature, but should include information such as specific hours of the day, days of week that surveys/observations were accomplished, survey procedures, equipment used, etc.
 - (b) Each method used to acquire data must be explained in sufficient detail such that another researcher could duplicate the study.
 - (c) Each statistical technique used must be accompanied by a justification and explanation as to why that particular test was chosen to analyze the data set.
- viii. Results at a minimum include:
 - (a) Data collected from tasks identified. Data are to be presented using both tables and figures. Cumulative analyses of data collected by previous contractors shall include where appropriate and scientifically meaningful.
 - (b) Total person-hours spent on each major task or at each site, by some other identifier that would enable the reader to specifically quantify total person-hours spent on each significant activity.
- ix. Discussion. At a minimum, this section shall include:

- (a) A biologically meaningful synthesis and discussion of current and past results and with other recent studies obtained from the most updated scientific manuscripts, including unpublished scientific literatures (e.g., gray literature), if available.
 - (b) Relevant work from previous research conducted, as appropriate, particularly in reference to long-term data collection and cumulative analyses.
- x. Conclusions and Management Implications
- (a) Provide a summary highlighting the important factors influencing species detected and relative activity at each station.
 - (b) Provide a list of recommendations for future monitoring or management actions.

xi. Acknowledgments

Include the following statement: "This research was funded by *Naval Base San Diego*."

xii. Appendices.

xiii. Electronic Appendices. Two copies of each Appendix shall be submitted on CD-ROM(s) as described. 'Read Only' formatted files will not be accepted. The CD ROM(s) shall include an ASCII text file labeled README. The README file is to describe the contents of each CD and the total number of CDs. Should the BTR and/or CATR have problems loading the data into the Navy's database, or should the data be incorrectly recorded, the Recipient will work with the CATR and/or BTR to correct the problem. Successful loading of the data must be accomplished within 30 days after submission to the CATR.

- (a) An inventory (to be included as an Appendix) of all equipment and supplies \geq \$5000 purchased under this Agreement. The Recipient's property management standards for equipment acquired with Federal funds and federally-owned property shall include all of the following:
 1. Records for equipment and federally-owned property shall be maintained accurately and shall include the following information:
 - a. A description of the equipment or federally-owned property.
 - b. Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
 - c. Source of the equipment or federally-owned property, including the award number.
 - d. Whether title vests in the recipient or the Federal Government.
 - e. Acquisition date (or date received, if the property was furnished by the Federal Government) and cost.
 - f. Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to property furnished by the Federal Government).
 - g. Location and condition of the equipment or federally-owned property and the date the information was reported.
 - h. Unit acquisition cost.
 - i. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a Recipient compensates the DoD Component that made the award for its share.
 2. Property owned by the Federal Government shall be identified to indicate Federal ownership.
 3. A physical inventory of equipment and federally-owned property shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall

be investigated to determine the causes of the difference. The Recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment or federally-owned property.

- (a) An electronic copy of the report (text, tables and figures) shall be submitted with the final report in a format readable by Microsoft Word.
- (b) All databases containing raw data and all associated electronic data summary and analytical files shall be formatted in Excel, Word, Dbase IV, or any compatible Microsoft database software. Microsoft ACCESS files shall include all queries, reports, tables etc.
- (c) All electronic source files for tables and figures shall be labeled and submitted.
- (d) Electronic versions of all appendices printed in the FAR in formats readable by Microsoft Word or Excel.
- (e) Electronic copies of all GIS coverages developed as part of this Agreement shall be submitted with the final report. These coverages shall be compatible with the existing GIS.

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 that 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 SAN DIEGO, CALIFORNIA under this Cooperative Agreement, No. N62473-20-2-0006.

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

(ATTACHMENT B Continued)
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 SAN DIEGO, CALIFORNIA under this Cooperative Agreement, No. *N62473-20-2-0006*."

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 C

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: **#N62743-20-2-0006**

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	N68732
Issue By DoDAAC	N62473/ECOMP
Admin DoDAAC	N62473/ECOMP
Inspect By DoDAAC	N62473/ECOMP
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N62473/ECOMP
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/ECOMP
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(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_ECOMP
david.k.mcnaughton@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)

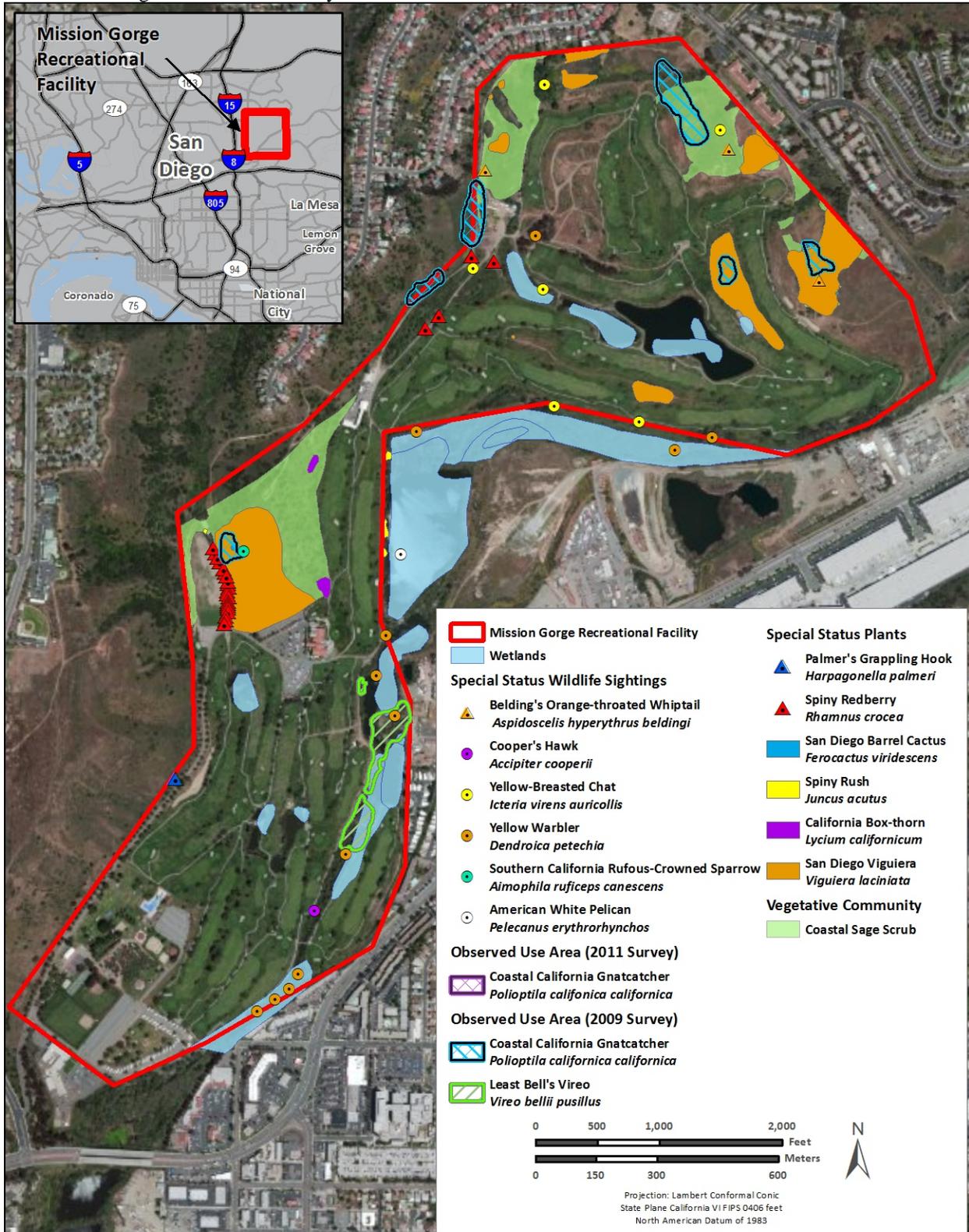
ATTACHMENT E. Location Maps

I. Naval Base San Diego



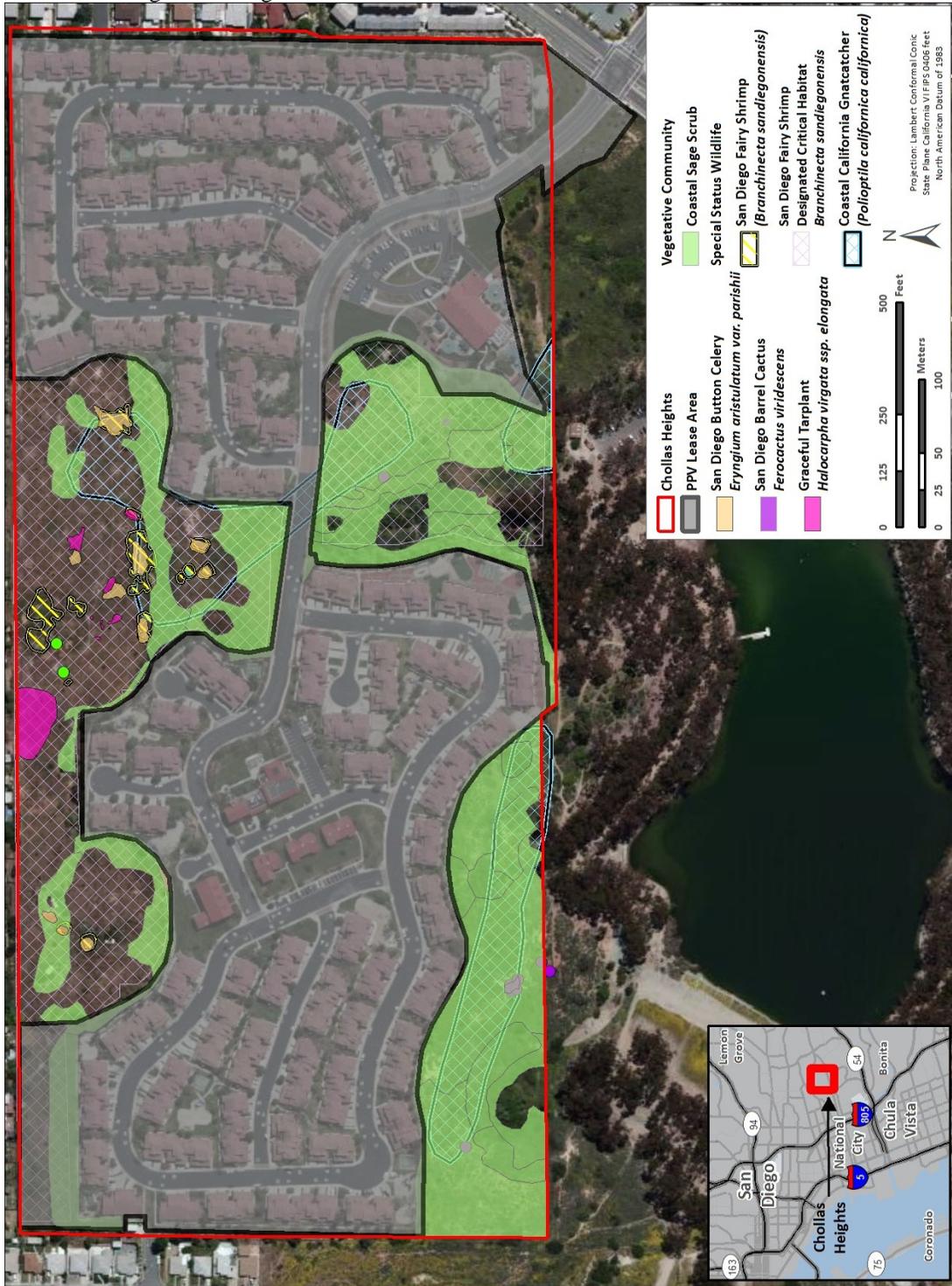
Source: ESRI World Imagery 2009; U.S. Navy 2010b
Disclaimer: Maps should not be reproduced or relied upon without the approval of the installation biologist for the most current information.

1. Mission Gorge Recreational Facility



Source: Microsoft Bing Maps 200; U.S. Navy 2010b, In-House Survey Data 2011
Disclaimer: Maps should not be reproduced or relied upon without the approval of the installation biologist for the most current information.

2. Chollas Heights Housing Area



Imagery source: Microsoft Bing Maps 2009, U.S. Navy 2011
Disclaimer: Maps do not represent legal boundaries. Maps should not be reproduced or relied upon without the approval of the installation biologist for the most current information.