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| <b>Funding Agency:</b><br><br>US Army Corps of Engineers, Alaska District<br>2204 3 <sup>rd</sup> street<br>JBER, AK. 99506 | <b>Funding Instrument:</b> Cooperative Agreement<br><b>Funding Opportunity No:</b> POA-CESU-20-05<br><b>CFDA No:</b> 12.005<br><b>Program Title:</b> JBLM Natural Resource Tech Expertise, Title 31 U.S.C. § 6301 et seq |
| <b>Issue Date:</b> 15 May 2020                                                                                              | <b>Application Due Date:</b> 30 June 2020                                                                                                                                                                                |

**Overview: POA-CESU 20-05 JBLM Natural Resource Technical Expertise.**

**See Scope of Work for detailed information.**

**Period of Performance is:** The period of performance is 12 months from date of award plus the potential for 2 option years provided a bona fide need still exists, performance was acceptable, exercising of additional option years is in the best interest of the government and funds are available.

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| <b>Estimated Total Funding:</b> \$380,559 (w/out options)<br>Options Cost Ceiling: \$931,887 | <b>Anticipated Number of Awards:</b> 1 |
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**Contents of Full Text Announcement**

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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**

#### **JBLM Natural Resource Technical Expertise.**

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

Cooperative Agreement, \$380,559 (without options) Options Cost Ceiling: \$931,887  
12 month period of performance with possibility of two option years pending availability of funds.

#### **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](mailto:Olen.R.Northern@usace.army.mil) and/or Kelly McFarlin, (907) 753-2879, [Kelly.n.mcfarlin@usace.army.mil](mailto:Kelly.n.mcfarlin@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 30 June 2020

### **3. Submission Instructions**

Applications may be submitted via e-mail and, or the internet.

#### **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) and/or [Kelly.n.mcfarlin@usace.army.mil](mailto:Kelly.n.mcfarlin@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 16 May 2020 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.

## **STATEMENT OF WORK**

### **Natural Resource Technical Expertise Joint Base Lewis-McChord**

**Base Project Cost Ceiling - \$380,559 (without options)  
Options Cost Ceiling: \$931,887**

## **1. INTRODUCTION**

This Statement of Work (SOW) provides the details of work to be performed in support of the Joint Base Lewis-McChord (JBLM) Fish & Wildlife and Forestry Program to be implemented through the Cooperative Ecosystem Studies Unit (CESU) network and administered by the United States Army Corps of Engineers (USACE) Alaska District.

Projects for execution under this Cooperative Agreement (CA) by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Cooperator services or work products. This CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

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.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government.

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 between the federal partner and the nonfederal partner when carrying out the activities specified in the project agreement. The exact nature of the government's involvement will be defined in the statement of objectives, issued with a request for full proposal.

Any modifications to Cooperative Agreement activities as outlined by this SOW must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to Cooperator implementation.

## **2. BACKGROUND**

Joint Base Lewis-McChord is an approximately 92,200-acre military reservation located in western Washington and is a major military facility for both weapons qualifications and field training. Major land uses within the JBLM boundary fall into two principal areas: the cantonment area (approximately 11,100 acres), and training areas (approximately 76,900 acres).

Joint Base Lewis-McChord manages its properties in accordance with all Federal environmental laws and regulations, including the Sikes Act, National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, Clean Water Act, Bald and Golden Eagle Protection Act, DOD and JBLM environmental regulations. Joint Base Lewis-McChord requires technical support for environmental programs to ensure that federal, and state environmental regulations are met while minimizing the impact to military training mission. The Fish & Wildlife and Forestry Programs would like to engage natural resource experts in order to perform biological monitoring and ecosystem management, including mechanical, biological, chemical tools to enhance the natural landscape of JBLM and thus meet regulatory requirements.

### **3. TASK ORDER REQUIREMENTS**

The Cooperator shall perform all work in accordance with federal, state, and local statutes and regulations; Executive Orders, Department of Defense (DoD)/Army policies and requirements. The Cooperator shall be immediately capable of understanding and addressing environmental laws and regulations as they pertain to work performed under this task order and provide support to maintain compliance with federal, state, and local environmental regulations.

### **4. BASE TASKS**

#### **4.1. JBLM Fish & Wildlife Program Endangered Species Management**

The Cooperator shall support the JBLM Fish & Wildlife Program by providing support described in 4.1.1 through 4.1.4 including technical and field expertise needed to comply with the Endangered Species Act (ESA) and to assist with the implementation of the Integrated Natural Resources Management Plan (INRMP). The Cooperator shall provide JBLM with support for the following general purposes: project review and planning, data collection, rare and endangered species wildlife surveys, habitat assessment and enhancement, restoration ecology data collection, program outreach, program briefings, and research and development. Field support will include surveying and treating invasive and noxious weeds, planting and maintaining plantings, timber sale wildlife surveys, prescribed burns, prescribed burn fire prep, post burn fire effects monitoring and woodland understory clearing. More specific tasks are outlined within each area of support below.

##### **4.1.1. ESA Streaked Horned Lark Monitoring and Management Support**

The cooperator will provide support with Threatened and Endangered Species (TES) monitoring and management for the Federally Threatened Streaked horned lark. The Cooperator will provide technical and field support to the JBLM Fish & Wildlife Program for the purposes of natural resource project planning and implementation. Specific tasks that will be required are:

- Streaked horned lark occupancy, abundance and nest surveys
- Streaked horned lark habitat monitoring
- Survey crew management
- Compile lark data and generate maps of nest areas and other high-use areas by larks.
- Provide year round support for project review for impacts to streaked horned lark populations and habitat.

- Assist with dig permits, co-use agreements, Environmental and biological document reviews
- Implement prescribed fire within ESA habitats on JBLM
- Provide ESA briefings to JBLM land users
- Assist with other rare and endangered species surveys
- Provide managers with on-the-ground support to work around lark BANA areas as needed, including Airfields, Impact Areas, drop zones, and Training Areas.

Additional tasks will include field data collection, TES monitoring and habitat surveys, habitat restoration and improvement. Habitat restoration and improvement support will include surveying and treating invasive and noxious weeds, planting and planting maintenance, ecological prescribed burning, and post burn fire effects monitoring.

#### **4.1.2. Environmental Restoration Coordination Support**

The Cooperator will support JBLM Fish & Wildlife Program with implementing the internship program. The cooperater will provide year round support managing interns, volunteers, and Wounded Warfighters and Soldiers in transition and integrate work with TES species surveys and management, Forestry Timber Stand Management, oak woodland, pine woodland, and prairie restoration. Specific tasks that will be required are:

- Coordinate and implement JBLM Natural Resource Internship Program
- Coordinate ESA restoration activities with Government Biologists, insuring legal requirements are met under the ESA and Sikes Act.
- Coordinate training and impact area access for all Fish & Wildlife Program work on JBLM
- Assist in the implementation of iSportsman (Army Conservation Reimbursable and Fee Collection Program)
- Escort other Cooperator personnel on and around JBLM training areas and ranges when necessary to meet Fish & Wildlife Program requirements
- Vegetation surveys and control
- Provide ESA briefings to JBLM land users
- Support of ESA species and habitat surveys

Other general duties will include vegetation control, species monitoring, noxious and invasive species control and survey, implementing wildlife deterrents or wildlife monitoring devices, scheduling and coordinating habitat management work parties, reporting and recording data into JBLM's Geographical Information System (GIS) database.

A suitable candidate should have experience in working with regional restoration ecology with an experience scope beyond monitoring, surveying and management implementation, including experience managing diverse ecosystems in which multiple rare and endangered species cross geographic boundaries and intermix where there is a need to manage for multiple species, habitat, and military objectives simultaneously.

#### **4.1.3. ESA Prairie Habitat Restoration Support**

The Cooperator shall support JBLM Fish & Wildlife Program by providing support and technical expertise to conduct habitat improvements and restoration within ESA habitat for the Taylor's checkerspot, streaked horned lark, and Mazama pocket gopher.

- Track and monitoring seed production at satellite facilities such as Violet Prairie and Sustainable Prisons Project (SPP).
- Implement site preparation, planting and seeding of ESA habitats.
- Schedule and implement seeding onto prairie sites. Prioritize seeding activities and timing of seeding.
- Coordinate delivery of seed and manage JBLM's seed storage facility inventory
- Request plugs to be propagated by the SPP nursery and develop schedule for delivery and planting using available resource
- Develop restoration plans for the recovery of the prairie species and salmon species.
- Conduct prescribed fire within ESA habitats on JBLM
- Provide ESA briefings to JBLM land users
- Assist with other rare and endangered species surveys
- Manage restoration data through GIS and other database formats.

#### **4.1.4. Equipment**

The Cooperator will provide Personal Protective Equipment (PPE), two WIFI hotspots to cover two separate locations, and two ArcGIS capable laptops.

### **4.2. JBLM Forestry Timber Stand Management**

The Cooperator shall support the JBLM Forestry Program with technical expertise and field support to the natural resource project planning and implementation, timber stand data collection, wildlife surveys, habitat improvement, restoration ecology, and invasive weed management. Field support will include surveying and treating invasive and noxious weeds in timber sales, planting and tree maintenance, timber sale wildlife surveys, prescribed burns, post burn fire effects monitoring, stand surveys.

#### **4.2.1. Timber Stand and Habitat Restoration Support**

The cooperator shall support JBLM Forestry Program with Migratory Bird Treaty Act (MBTA) surveys, timber sale review, habitat restoration, planting and maintenance, species surveys, training, prescribed fire, and site assessments.

##### **4.2.1.1. MBTA Surveys/Wetland Mapping**

MBTA surveys will be conducted between January and the end of July based on guidance from the JBLM Fish & Wildlife Program. These survey times may vary depending on which sensitive species are likely to occur within the timber stands. Survey may begin as early as January if owl species are likely present in the timber stand, whereas Accipiter species nesting may linger into early summer. Wetland mapping will occur throughout the year as needed to make an accurate determination.

##### **4.2.1.2. Carry Out Forest Inventory**

Carry out field inventories required by the Forestry Branch. Specific inventories may include pre- and post-harvest cruises, stand exams, and measurement of unusual forest types. Implement established field inventory procedures, using field data recorders and associated software.

##### **4.2.1.3.: Assist With Timber Harvest Layout**

Provide support to the preparation of timber harvest sites for sale. Activities may include delineating harvest boundaries, skid trails, potential vegetation management areas, and other natural resources, and marking trees for harvest or retention as indicated by the harvest prescription of Forestry program manager. GPS shall be used to accurately delineate spatial features for incorporation into the installation GIS.

#### **4.2.1.4. Assist With Herbicide Application and Site Preparation**

Assist the Stand Development Forester with herbicide application and mechanical site preparation as part of timber sale site preparation, ecological restoration, and/or control of unwanted plants

### **5. OPTIONAL TASKS (Subject to Availability of Funds)**

Options can be exercised while the Task Order Period Of Performance (POP) is active. Cooperator is to specify any/all work that they will not self-perform in their budget justification.

#### **5.1. ESA Data Management Support**

The cooperator shall support the JBLM Fish & Wildlife Program with ESA data management. ESA data management will include the following tasks:

- Automated data processing
- Data analyses
- Data interpretation
- Environmental Program data coordination
- Assistance with environmental permitting
- GIS environmental data support
- Compile data and reports for compliance with JBLM's Biological Opinion for the streaked-horned lark, Taylor's checkerspot, and Mazama pocket gopher.

#### **5.2. GIS Support**

The cooperator shall support JBLM Forestry Program by providing full time support for information management services, encompassing all aspects of automated data processing, data analyses, data interpretation, program coordination, environmental permitting, and application to management needs. Support will be provided for GIS that are used in environmental management. This support includes:

- Map development
- Implementation and maintenance
- Data collection; data management
- Applications development

##### **5.2.1. Maintain Forestry Databases**

Maintain JBLM Forestry Program databases in Microsoft Access and ESRI ArcMap 10, including Forest Projection System (FPS) software. This support shall include data entry, data QA/QC, editing of GIS shapefiles/attribute tables, and implementation of software improvements. Coordinate with other JBLM Forestry Program staff and the JBLM Fish & Wildlife Program staff. Computer hardware/software provided by JBLM Forestry Program. Possible travel to one training. Management outcomes are better coordination of timber

sales, reforestation, and ecological restoration projections with other resource concerns; improved project scheduling; and creation of an archival database of forest resources and forestry management actions.

#### **5.2.2 Project Future Forest Growth**

Use the FPS software to project forest stand growth into the future under various silvicultural scenarios. Coordinate with other JBLM Forestry Program staff and JBLM Fish & Wildlife Program staff to develop possible silvicultural scenarios and Desired Future Conditions (DFCs). Computer hardware/ software provided by JBLM Forestry Program. Management outcomes is selection of new silvicultural approaches that will better achieve DFCs.

#### **5.2.3 Analyze Remote-Sensing Data**

Analyze existing and new remote-sensing data, including digital multispectral aerial photography and light detection and ranging (LiDAR) data, to characterize the structure and species composition of JBLM's forests, update the ecological stands GIS layer, and map plant/wildlife habitat. Field work required to validate mapping. Coordinate with JBLM Forestry Program staff and JBLM Fish & Wildlife Program staff for guidance on attributes for which GIS layers and rasters will be created. Consult with U.S. Fish & Wildlife Service on mapping northern spotted owl habitat. Possible travel to one professional meeting. Management outcomes are possible update of JBLM forest GIS layers and improved mapping of wildlife habitat.

#### **5.2.4 4 Support Forest Inventory and Monitoring**

Using FPS, remote-sensing data, etc., provide technical support to inventory and monitoring of JBLM's forests. Use FPS to prepare annual list of forest stands for inventory (stand exam). Expand results of monitoring to remainder of JBLM's forests using FPS and remote-sensing. Coordinate with JBLM Forestry Program staff to conduct inventory. Management outcome is integrated inventory of JBLM's forests.

### **5.3. Timber Sales Support**

#### **5.3.1. Carry Out Forest Inventory**

Carry out field inventories required by the JBLM Forestry Program. Specific inventories may include pre- and post-harvest cruises, stand exams, and measurement of unusual forest types. Implement established field inventory procedures, using field data recorders and associated software.

#### **5.3.2. Assist with Timber Harvest Layout**

Provide support to the preparation of timber harvest sites for sale. Activities may include delineating harvest boundaries, skid trails, potential vegetation management areas, and other natural resources, and marking trees for harvest or retention as indicated by the harvest prescription of Forestry program manager. Global Positioning Systems (GPS) shall be used to accurately delineate spatial features for incorporation into the installation GIS.

#### **5.3.3. Assist with Herbicide Application and Site Preparation**

Assist the Stand Development Forester with herbicide application and mechanical site preparation as part of timber sale site preparation, ecological restoration, and/or control of unwanted plants.

#### **5.4. Wildfire/Prescribed Fire/Forestry support**

Cooperator shall provide seasonal support to assist with Prescribed burning and Wildfire Management working in an integrated JBLM Fish & Wildlife and Forestry fire team. Tasks will also include support with timber harvest marking, site preparation and stand development projects.

##### **5.4.1. Forestry Wildfire Support Option 1:**

Cooperator shall provide support for Prescribed Fire and Wildfire Management working in an integrated JBLM Fish & Wildlife and Forestry fire team: 4 months support.

##### **5.4.2. Forestry Wildfire Support Options 2:**

Cooperator shall provide support for Prescribed Fire and Wildfire Management working in an integrated JBLM Fish & Wildlife and Forestry fire team: 6 months support.

##### **5.4.3. Forestry Wildfire Support Option 3:**

Cooperator shall provide support for Prescribed Fire and Wildfire Management working in an integrated JBLM Fish & Wildlife and Forestry fire team: 8 months support.

##### **5.4.4. Forestry Wildfire Support Option 4:**

Cooperator shall provide support for Prescribed Fire and Wildfire Management working in an integrated JBLM Fish & Wildlife and Forestry fire team: 8 months support

#### **5.5. Wildfire Leadership Support (SRB)**

Cooperator will provide prescribed fire and wildfire support by providing technical expertise of a Single Resource Boss (or above) year-round. Tasks will include conducting prescribed fires and fighting wildfires for the JBLM Fish & Wildlife and Forestry Programs.

#### **5.6. Invasive and Noxious Weed Control Management**

##### **5.6.1. Invasive Weed Control Support Option 1**

Cooperator will provide noxious and invasive weed support by providing technical expertise in surveying and controlling invasive species on JBLM: 6 months support. Cooperator will conduct weed control and survey on 1,500 wetland and 7,000 upland acres on JBLM. Control methods will include herbicide and mechanical removal.

##### **5.6.2. Invasive Weed Control Support Option 2**

Cooperator will provide an additional seasonal invasive species survey and control support on JBLM.

#### **5.7. ESA Butterfly and Gopher Monitoring and Management Support**

The cooperator will provide year-round Threatened and Endangered Species (TES) monitoring and management for the Federally Threatened Mazama pocket gopher and Federally Endangered Taylor's checkerspot butterfly and other rare lepidoptera species. ESA butterfly and gopher monitoring and management will require the following tasks:

- Taylor's checkerspot butterfly occupancy and abundance surveys
- Taylor's checkerspot butterfly habitat condition monitoring

- Mazama pocket gopher occupancy and probability of occurrence surveys
- Mazama pocket gopher habitat condition monitoring
- Project plan to support JBLM Fish & Wildlife Program meet regulatory requirements
- Assist with other rare and endangered species surveys as requested
- Attend meetings and conferences as assigned
- Project review for impacts to Taylor's checkerspot and Mazama pocket gopher populations and habitat
  - Dig permits, co-use agreements, Environmental and biological document reviews
- Provide ESA briefings to JBLM land users

Other general duties will include field data collection, vegetation control, TES species and habitat monitoring, habitat restoration effectiveness, noxious and invasive species control and survey, planting and planting maintenance, ecological prescribed burning, and post burn fire effects monitoring, implementing wildlife deterrents or wildlife monitoring devices, scheduling and coordinating habitat management work parties, reporting and recording data into JBLM's Geographical Information System (GIS) database.

### **5.8. ESA Salmon Survey and Habitat Enhancement Support**

The cooperator will provide JBLM with expertise and technical support in the Threatened and Endangered Species (TES) monitoring and management for Puget Salmonids and their habitat. The cooperator shall implement salmon habitat restoration work throughout JBLM within potentially suitable habitat with the aim at restoring function specifically to Muck Creek and the Nisqually River areas that are deemed critical for the recovery of salmon. Specific tasks that will be required are:

- Conduct salmonid surveys within watersheds connected to JBLM
- Conduct salmon habitat assessment surveys
- Project plan to assist JBLM meet regulatory requirements
- Plan and implement salmon habitat enhancement projects, preparing sites for fall and winter planting of wetland/riparian trees and shrubs to combat reed canary grass and other invasive species
- Project review for impacts to ESA species habiting wetland, riparian or other water systems
  - Dig permits, co-use agreements, Environmental and biological document reviews
- Attend meetings and conferences as assigned
- Provide ESA briefings to JBLM land users

Other tasks will include field data collection, TES monitoring and habitat surveys, habitat restoration and improvement. Habitat restoration and improvement support will include surveying and treating invasive and noxious weeds, planting and planting maintenance, ecological prescribed burning, and post burn fire effects monitoring.

### **5.9. Biological Assessment and Project Review Support**

The cooperator will provide support for writing Biological Opinions, reviewing construction projects, assisting with re-consultations, and providing other NEPA support as requested by JBLM.

- Writing Biological Assessments in a concise, accurate manner to reflect the needs of projects on JBLM.
- Conduct reviews of dig permits to insure regulatory compliance.
- Attend meetings and conferences as assigned.
- Attend project review summits and relevant project development meetings
- Work with USFWS and JBLM staff to write and re-write Biological Assessments and re-consultation of Biological Opinions.
- Project review for impacts to ESA species habitating wetland, riparian or other water systems
  - Dig permits, co-use agreements, Environmental and biological document reviews

## **5.10. Vehicles**

The cooperator will provide, at the request of JBLM GPM, the following vehicle options:

### **5.10.1. Vehicle Option 1: 4x4 Truck with Crew Cab**

### **5.10.2. Vehicle Option 2: 4x4 Truck Single Cab**

### **5.10.3. Vehicle Option 3: 11 passenger Van**

### **5.10.4. Vehicle Option 4: 4x4 SUV or similar.**

## **6. DELIVERABLES**

The Cooperator shall provide Quarterly Status Reports (QSR) to the Government Project Manager (GPM) and Technical Points of Contact (TPOCs). Quarterly status reports will quantify task completion progress including: program data collections, surveys, meetings, GIS support, and briefings. The report will be completed using Word, Excel, or an Access database and filed on government computer network. QSR should summarize the activities outlined each task section above and as follows:

- Number of days, locations, and activities in travel status or leave
- List of plans, reports, and briefings prepared or reviewed
- List of meetings attended
- List of major action item support and tasks accomplished
- Percentage of project completion, problems identified, solutions implemented, and schedule adjustments, if appropriate
- Any critical communications not reported in other sections

See the Table 1 below for a summary of deliverables and schedule to be provided by Cooperator personnel during the Period of Performance (POP) for this task order support.

**Table 1: Deliverable Table**

| <b>Deliverable</b>                                                 | <b>Transmittal Form and Quantity</b>     | <b>Transmitted To</b> | <b>Schedule</b>                       |
|--------------------------------------------------------------------|------------------------------------------|-----------------------|---------------------------------------|
| GIS data of work conducted, species surveys, areas treated, etc... | Electronic                               | GPM and TPOCs         | Annually, or at request of GPM        |
| Quarterly Status Report (QSR)                                      | Electronic                               | GPM and TPOCs         | Within 30 days of end of each quarter |
| Project reviews and comments                                       | Electronic with comments                 | GPM and TPOCs         | Within 14 days of GPM request         |
| Prepare briefings/presentations                                    | Electronic and/or paper copy as required | GPM and TPOCs         | Within 14 days of GPM request         |

## **7. GENERAL REQUIREMENTS**

### **7.1. License, Physical Requirements or Other Expertise Required**

Cooperator support will ensure the following:

- Valid licenses for completing all identified tasks;
- Expertise and knowledge of all applicable Federal, state, and local laws, regulations and requirements regarding environmental protections;
- In the event environmental laws/regulations change the terms of this agreement, the Cooperator shall comply with such laws/regulations as changed

### **7.2. Operational Hours**

Cooperator support for completing the identified tasks will not exceed forty hours per week, unless otherwise coordinated with GPM and Cooperator. Unless specified otherwise in this SOW, Cooperator support for completing the required tasks will not be allowed to execute on the following recognized Federal holidays:

|                                   |                  |
|-----------------------------------|------------------|
| New Year's Day                    | Labor Day        |
| Martin Luther King Jr.'s Birthday | Columbus Day     |
| President's Day                   | Veteran's Day    |
| Memorial Day                      | Thanksgiving Day |
| Independence Day                  | Christmas Day    |

If the Cooperator chooses to work holidays, prior arrangements must be made with the JBLM GMPs and through the Cooperative Partner Representative. Cooperator must at all times maintain an adequate support for completion of all tasks in accordance with this SOW. Some of the tasks identified in this SOW will require work outside typical hours and days due to the nature of the work and the availability of access to sites.

### **7.3. Hazards Information**

Cooperator support to complete the tasks identified in this SOW may involve handling or being exposed to batteries, fuels, paints, and environmental conditions such as bees and Pacific Northwest weather. Cooperator shall be exposed to military tracked and wheeled vehicles and aircraft, pyrotechnics, and tactical lasers. Cooperator may be required to travel by military tactical vehicles or aircraft. Cooperator shall work in proximity to weapons firing, including artillery, and shall occasionally be beneath the trajectory of ammunition that has been inspected and cleared for overhead fire. Cooperator shall complete tasks within or in vicinity of the Live Fire Areas and the associated explosions, unexploded ordnance (UXO), and weapons noises and may be required to wear military grade body armor as PPE for entering dudded areas. Prior to working in a Live Fire Area, Cooperator will ensure all safety assessments and trainings are complete prior to entering these areas.

## **8. GOVERNMENT FURNISHED EQUIPMENT**

JBLM will furnish the following materials and support:

### **8.1. Office Equipment**

Office space, office equipment, computers, pertinent computer software, network/LAN access, email, field and office supplies, GPS equipment, hand-held radios, and telephone access for all official tasks related to the task order. JBLM will provide Cooperator with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones, copiers, and computers with access to relevant software, to the Internet and to the local area network (LAN).

### **8.2. Field Equipment**

JBLM will also furnish field equipment necessary for species and habitat surveys, habitat management tasks, plant propagation tasks. The equipment includes, but is not limited to, tractors, bobcat with various attachments, utility trailer, augers, drill seeder, brush cutters, chainsaws, tools, safety equipment, handheld data-loggers/field computers with software, and range finders.

### **8.3. Reference Material**

JBLM will furnish copies of or access to all data files, maps, aerial photography, satellite imagery, studies and reports available at JBLM that are relevant to completing the tasks.

### **8.4. Government Owned Vehicles (GOV)**

Use of Government Owned Vehicles (GOVs) when one is available. The Cooperator shall be allowed to operate GOVs to accomplish any and all tasks requiring travel as required by the JBLM Fish & Wildlife Program and Forestry Program.

- i. The area of assigned travel is not limited to JBLM and its remote operating locations. Cooperator may be required to travel by GOV to State agencies or off-site meeting locations.
- ii. Cooperator will be required to obtain any and all government certificates, licenses, and qualifications required to drive a GOV. The Cooperator shall include costs for all certifications, licenses, etc. in their proposal. All training must be approved by the Grants Officer.

- iii. Cooperator shall assist in the caring for all GOVs assigned to the Fish & Wildlife Program. GOV abuse and misuse will not be tolerated. Any and all traffic violations or accidents incurred by the Cooperator will be resolved by the Cooperator.
- iv. Cooperator's support loss of State driver's license may result in request for task termination, if the Cooperator support cannot perform tasks without means of transportation.
- v. Damages resulting from accidents incurred by the Cooperator support, if negligent, will be covered by the Cooperator's self-insured general liability insurance. If the Cooperator support is not negligent, the federal employer will be responsible for the damages to the GOV. USACE to be notified immediately. The Cooperator shall provide insurance information with their submitted proposal.

### **8.5. Common Access Card (CAC)**

All onsite support will require issuance of a Common Access Card (CAC). CAC's shall be issued in accordance with Homeland Security Presidential Directive 12 dated 27 August 2004. This directive promulgated a Federal standard for secure and reliable forms of identification for Federal employees and Cooperative partners.

### **8.6. Cooperator Furnished Equipment and Responsibilities**

The Cooperator shall be responsible and accountable for all the Government-furnished equipment and Government-furnished information (GFE/GFI). The Cooperator shall provide and maintain any materials, equipment, and supplies not furnished by JBLM Fish & Wildlife and Forestry Programs that it considers necessary to complete the task requirements of this SOW. The Cooperator shall also provide protective equipment (PPE) required to ensure safety while performing work under this task order including required firefighting gear. The government will furnish required PPE to conduct work within the Artillery Impact Area (AIA).

### **8.7. Location of Performance**

Joint Base Lewis-McChord, Washington and Joint Base Lewis-McChord Army Compatible Use Buffer (ACUB) properties.

## **9. PERIOD OF PERFORMANCE**

The period of performance is 12 months from date of award plus 2 options years pending availability of funds in subsequent fiscal years.

## **10. POINTS OF CONTACT (POCs)**

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

Charis Cooper  
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Environmental & Special Projects Branch  
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The JBLM Technical Points of Contact are:

JBLM Government Project Manager for Fish & Wildlife Program (GPM):  
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JBLM – Public Works – Environmental Division Fish  
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Phone: 253-966-6440  
Email: [David.c.clouse.civ@mail.mil](mailto:David.c.clouse.civ@mail.mil)

JBLM Government Project Manager for Forestry Program (GPM):  
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## **Proposal Submission Evaluation Criteria and Basis of Award**

### **Natural Resources Technical Expertise Support for Joint Base Lewis-McChord, Washington**

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. 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 factor)
- Factor 2, 35%: Technical Approach (2<sup>nd</sup> most important factor)
- Factor 3, 25%: Cost (3<sup>rd</sup> most important factor)

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 ratings shall be assigned, using the following criteria, which incorporate a proposal risk assessment:

| <b>Weight</b> | <b>Adjectival Rating</b> | <b>Description</b>                                                                                                       |
|---------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 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 EVALUATION 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 7 years of the RFP, and other qualifications and technical competence in all of the following areas:

1. Experience with survey and monitoring of threatened and endangered species and species identification.
2. Experience with maintenance and enhancement of threatened and endangered species habitats.
3. Demonstrated ability to manage data and maintain good record keeping.
4. Experience conducting prescribed burning on military installations.
5. Ability to work in all types of weather and working conditions including intense heat, and smoke situations encountered during prescribed burns.

The Cooperator shall provide examples of up to two (2) 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 2 pages 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 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.