

**STATEMENT OF OBJECTIVES
CULTURAL RESOURCES SUPPORT
AFCEC TRAVIS ISS, TRAVIS AFB, CALIFORNIA**

Applicants must be a member in one of the following Cooperative Environmental Studies Units:
California, W9126G-13-2-0012
Rocky Mountains, W9126G-14-2-0012
2 June 2020

1.0 PURPOSE

1.1 The Travis Air Force Base (AFB) environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.

1.2 This work requires an onsite support person located at the AFCEC Travis Installation Support Section, Travis AFB, California. The work involves assistance with the support of Cultural Resources Programs at Beale AFB and Travis AFB through tracking of plan and permit status, updates to plans, assistance in Tribal and State Historic Preservation Office (SHPO) consultations, surveys/evaluations, and other technical support as needed. The Mission Essential Task List developed by AFCEC assigns multiple Cultural Resource Management duties to the ISS that cannot be accomplished by current staff. Approximately 15% local travel to Beale AFB will be required.

2.0 AUTHORITY

2.1 This agreement is awarded under the Sikes Act (16 U.S.C. § 670(c) (1)). In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the Travis AFB and Beale AFB responsibilities pursuant to the National Historic Preservation Act (54 U.S.C. 300101 et seq.), Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), applicable implementing regulations, Army Regulations 200-1.

2.2 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.

Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)
- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities

2.3 In accordance with section 6305 – Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977 (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The Travis AFB further (hence DoD) agrees to provide substantial involvement as directed under Articles of Cooperative Environmental Studies Units- to include, but are not limited to, the following:

- AFCEC Travis ISS, Beale AFB, and Travis AFB Cultural Resources Managers are involved in development of study methodology, data gathering, analysis, and/or report writing.
- AFCEC Travis ISS, Beale AFB, and Travis AFB Cultural Resources Managers actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- AFCEC Travis ISS, Beale AFB, and Travis AFB Cultural Resources Managers incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
 - Providing computing services
 - Providing staff time to work on the project

3.0 DESCRIPTION OF OBJECTIVES

The Cooperator/ Non Federal Entity (NFE) activities include supporting AFCEC staff at the Travis ISS, and to a lesser extent, the CRM staff at Travis AFB, and Beale AFB. The NFE duty location is Travis AFB. The work includes accomplishing specific mission essential tasks in coordination with AFCEC personnel and installation CRM staff. Duties require occasional travel to visit the two installations. Travel is not likely to exceed five days every two months.

Duties require access to Government servers, SharePoint and web sites, and database, most of which require the NFE employee to have a Government-issued Common Access Card (CAC). Issuance of a CAC typically requires a few months to complete background security checks and

documentation. During this time, the employee will use a personal or NFE-issued laptop, email address, and wireless hotspot.

Where applicable, photography passes must be issued by the installation and all photography equipment be inspected and approved by Security Forces prior to use. In addition, where applicable, all photos must be inspected and cleared for use by Security Forces before being published or shared.

All e-mail accounts established in Government electronic mail systems for NFE personnel must identify individuals as NFE personnel in the "address book" display and on an individual's e-mail. Detail properties for the account shall include the name of the individual's employer and the name of the customer for the Agreement.

When NFE personnel send e-mail messages as part of Agreement performance, or otherwise relating to Agreement matters, each sender is expected to include his/her first and last name, applicable e-mail address, and the full name of the individual's employer.

NFE personnel are required to wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge must be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel must identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

The NFE employee are required to complete several online training courses, such as computer security, workplace safety, and others. These are mandatory for all personnel at Air Force installations.

3.0 Tasks

3.1 Support of AFCEC staff by performing administrative tasks associated with cultural resources. These tasks include:

- Interface with the AFCEC/CZOW Cultural Resources Subject Matter Specialist, Edwards ISS Cultural Resources Program Manager, Travis ISS Chief, and Environmental Quality Team Lead on a regular basis to forecast and prioritize short-suspense requirements;
- Attend weekly meetings with the Travis ISS to update the team on project status
- Attend monthly meetings the Travis ISS and Beale and Travis AFBs to discuss new issues and status of current issues;
- Develop and implement a database to track the performance of ongoing and forthcoming cultural resources projects;
- Assist in project programming; participate in discussions with AFCEC and installation CRM staff to identify future requirements, then assist with entry of project narratives and justifications;
- Assist in project development; flesh out project requirements from existing cultural and natural resource management plans, building on previous work;

- Assist in project execution; assemble Authority to Release documents for submittal to AFCEC;
- Support AFCEC review of project deliverables, such as work plans, schedules, and technical reports;
- Support development or review of National Historic Preservation Act Section 106/110 reviews and the preparation of Section 106/110 consultation documentation;
- Development of Archaeological Resources Protection Act/Native American Graves Protection and Repatriation Act plans of action that address inadvertent discoveries;
- Collate, review, and enter data when necessary for periodic data calls;
- Support installation CRM staff to complete annual reviews of Integrated Cultural Resources Management Plan (ICRMP); assist with completing periodic updates and ICRMP consultations with stakeholders;
- Assist AFCEC staff with tracking milestone dates of plans and permits issued to the installations; coordinate with staff as deadlines approach and facilitate completion of reviews or submittals; enter status updates into tracking system in accordance with the required schedule;
- Assist with the identification and evaluation of built environment features and structures, archaeological sites, and Traditional Cultural Properties;
- Assist with the inspection of curated collections and facilitate professional access to curated materials for research purposes;
- Provide support to government staff for development, review, and revision of Air Force-wide cultural resource policy documents, including Air Force Instructions, guidance, and policy memos;
- Provide technical review and provide recommendations to Air Force Cultural Resource representatives regarding proposals for the DoD Legacy Resource Management Program;
- Provide technical expertise and support for media and advocacy materials such as fact sheets;
- Provide technical expertise in geospatial mapping related to the management of cultural and archaeological resources.
- Travel from Travis AFB to Beale AFB will be required approximately 40 times per 12 month POP.
 - 36 1-day trips (travel by vehicle in a.m. and return same-day, weekdays only)
 - 4 3-day trips (travel by vehicle and stay on-base, weekdays only)
- Travel to the AFCEC Annual Cultural Resources Meeting will be required once per 12 month POP: 1 5-day trip (travel Monday and Friday; meetings Tuesday-Thursday)
- The NFE is expected to provide their personnel with computer and phone support during travel, such as a wifi device, cell phone, and laptop computer.

4.0 QUALIFICATIONS

4.1 The support tasks in this PWS require experience with Section 106 consultations and general CRM practice in the federal government. Specific KSAs include:

- Must have completed at least a bachelor's degree but preferably a graduate degree, and have at least 10 years of experience in the field of archaeology;
- Knowledge of professional archeological practices, techniques, and procedures commonly used in California for the management of both historic and prehistoric archaeological sites;
- Knowledge of California history and prehistory, especially in north-central California;
- Knowledge of applicable federal, state and local laws, regulations and other guidance;
- Skill in project management and knowledge of AF budgeting processes;
- Ability to gather facts, analyze and compare trends, draw conclusions, devise solutions to problems, and identify changes and trends related to comprehensive planning issues;
- Ability to communicate effectively in formal briefings and in general public meetings, and to prepare clear and concise written materials appropriate for different audiences.

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

5.1 Physical Data: The Government will provide all existing data needed to perform duties will be provided, such as Air Force GIS layers, cultural resources site records, etc.

5.2 Facility: The Government will provide contractor personnel 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.

5.3 Equipment:

- Office infrastructural support including but not limited to the following: computers, pertinent software, network access, internet access, email, word processing, database, telephone, and photography support located at the Travis ISS office.
- Occasional use of Government-Owned Vehicles (GOVs) is allowed and expected. The NFE shall have at least one (1) vehicle at each base to perform these tasks, but will be allowed to operate GOVs as a contingency to accomplish any and all duties requiring travel as required by AFCEC. The NFE may be required to travel by GOV to seminars, State agencies, or meeting locations not to exceed 5 hours driving time one way. NFE's employees will be required to obtain any and all

Government certificates, licenses, and qualifications required to drive a GOV. The NFE shall assist in the caring for, and maintaining of all GOVs assigned to the 9 CES/CEIE and 60 CES/CEIE. GOV abuse and misuse will not be tolerated. Any and all traffic violations or accidents incurred by the NFE or its employees will be resolved by the NFE. An individual's loss of his or her State driver's license may result in request for termination of this individual, if the individual cannot perform his or her daily tasks without means of transportation. Damages resulting from accidents incurred by the NFE's employee, if negligent, will be covered by the NFE's self-insured general liability insurance. If the NFE's employee is not negligent, the Federal employer will be responsible for the damages to the GOV.

- All support personnel in this statement of work require issuance of a Common Access Card (CAC). CACs shall be issued IAW FAR 5352.242.9001 (CACs for Contractor Personnel Homeland Security Presidential Directive 12, dated 27 August 2004) promulgated a Federal standard for secure and reliable forms of identification for Federal employees and Contractors. That identification is the CAC.
- The Government will provide contractor personnel with an identification badge (or other unique form of identification) upon successful completion of a Federal investigative process as required IAW Homeland Security Presidential Directive-12 (HSPD-12) or, in the event of a waiver, an "interim" badge may be issued.

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally-owned property remains vested in the Federal government. The non-Federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

6.0 OPTIONS: As discussed in 7.2 below, 4 optional periods are anticipated to support this project and are subject to availability of funds.

7.0 PERIOD OF PERFORMANCE

7.1 BASE PERIOD: 12 months (30 Sep 2020 - 29 Sep 2021)

7.2 OPTIONAL PERIODS: 12 months each

Option Year 1: 30 Sep 2021 - 29 Sep 2022

Option Year 2: 30 Sep 2022 - 29 Sep 2023

Option Year 3: 30 Sep 2023 - 29 Sep 2024

Option Year 4: 30 Sep 2024 - 29 Sep 2025

8.0 COORDINATION

8.1 USACE Fort Worth District POC

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8.2 Air Force Civil Engineer Center (AFCEC):

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9.0 DELIVERABLES

9.1 Monthly Progress Reports - One (1) typed letter report describing progress on the project, such as plans, reports, and briefings prepared, meetings attended including purpose/objective, attendees, and items identified for follow-on action, and action item support and taskers supported. The report shall be due each month (monthly) and shall be transmitted via electronic mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

9.2 Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE – SWF and the AFCEC Travis ISS.

9.3 Annual Inventory – Acquired Property purchased with funding from award - property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken and results reconciled every two years. Copies of the inventory to be sent annually to USACE – SWF and the AFCEC Travis ISS.

9.4 Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. AFCEC Travis ISS PM will review and provide comments, if any, within fifteen (15) calendar days after receipt.

9.5 Final Project Report. One (1) paper copy of the final report, incorporating AFCEC Travis ISS PM review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the AFCEC Travis ISS PM comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media.

10.0 This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Any resulting cooperative agreement will be subject to and recipient/cooperator shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

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