AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
J	1 | 38

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0001	12-May-2015	PRMASTER	

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
NAVFAC PACIFIC ENVIRONMENTAL CONTRACTS BR 258 MAKALAPA DR STE 100 PEARL HARBOR HI 96860-3134	N62742	**See Item 6**	

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		
	X	9A. AMENDMENT OF SOLICITATION NO. N62742-15-R-1804
	X	9B. DATED (SEE ITEM 11) 24-Apr-2015
		10A. MOD. OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE / FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [X] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

AMENDMENT NO. 0001, SOLICITATION NO. N62742-15-R-1804, NATURAL RESOURCES MANAGEMENT SERVICES THROUGHOUT THE NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC) PACIFIC AREA OF RESPONSIBILITY

PLEASE REVIEW THE AMENDMENT, COMPLETE BLOCKS 8 AND 15A THROUGH 15C TO ACKNOWLEDGE RECEIPT AND SUBMIT WITH YOUR PROPOSAL.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 12-May-2015

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

The following items are applicable to this modification:

1. Contractor's response to the first set of questions with corresponding clarifications are attached as part of this Amendment to the solicitation. As a result, the following changes are made to Sections L and M.

a. Page 174, Section M8.3.b.2.C of the RFP is changed:

From:

"C. Use Attachment J-14 to detail experience for each person who will be assigned as Key Personnel who work on this contract. Key personnel are the Principal and Project Managers for each specific task described in Section C paragraphs 3.1 to 3.27 of this solicitation. Key Personnel and their minimum qualifications are described in Attachment J-2. The Offeror shall provide information on a maximum of four (4) recent, relevant projects that were completed by each Key personnel that would demonstrate their project experience. The Offeror shall not submit more than 3 pages single-sided per Key Personnel. Experience that is not related to the specific tasks described in Section C paragraphs 3.1 to 3.27 of this solicitation should not be included in Attachment J-14. A letter of commitment shall be provided for each proposed key personnel who do not currently work for the Offeror, and shall include the key personnel's role in the contract. Offerors shall not submit Attachment J-14 for personnel who will not be assigned as Key Personnel under this contract. Key Personnel experience may include experience gained while not employed by the Offeror."

To:

"C. Use Attachment J-14 to detail experience for each person who will be assigned as Key Personnel who work on this contract. Key personnel are the Principal and Project Managers for each specific task described in Section C paragraphs 3.1 to 3.27 of this solicitation. Key Personnel and their minimum qualifications are described in Attachment J-2. The Offeror shall provide information on a maximum of four (4) recent, relevant projects that were completed by each Key personnel that would demonstrate their project experience. The Offeror shall not submit more than 3 pages single-sided per Key Personnel. Experience that is not related to the specific tasks described in Section C paragraphs 3.1 to 3.27 of this solicitation should not be included in Attachment J-14. A letter of commitment shall be provided for each proposed key personnel, and shall include the key personnel's role in the contract. Offerors shall not submit Attachment J-14 for personnel who will not be assigned as Key Personnel under this contract. Key Personnel experience may include experience gained while not employed by the Offeror."

b. Page 154, Section L1.2.b.2.B of the RFP is changed:

From:

"B. TECHNICAL PROPOSAL (FACTORS 1, 2, 3, 4, and 5): An original plus five (5) paper copies and two (2) electronic copies (CD-ROM) of the technical proposal in 8x11 format and limited to 70 pages for Factors 1, 2, 3, 4, and 5 shall be submitted no later than the date and time provided in Block 9 of the Standard Form 33, "Solicitation, Offer, and Award" Form in a sealed envelope/package/ box and marked in the bottom right corner "TECHNICAL PROPOSAL SUBMITTED UNDER RFP N62742-15-R-1804. DO NOT OPEN IN MAILROOM." Should there be a discrepancy between paper and electronic information, the paper copies shall govern. Identify the original proposal as "Original" on the cover of the proposal. The technical proposal shall be submitted in a three-ring binder with a table of contents and shall be tabbed by Factor. The technical proposal shall not include any elements of price."

To:

"B. TECHNICAL PROPOSAL (FACTORS 1, 2, 3, 4, and 5): An original plus five (5) paper copies and two (2) electronic copies (CD-ROM) of the technical proposal in 8x11 format, 11 point font size, and 1" margin on all sides shall be submitted no later than the date and time provided in Block 9 of the Standard Form 33, "Solicitation, Offer, and Award" Form in a sealed envelope/package/box and marked in the

bottom right corner "TECHNICAL PROPOSAL SUBMITTED UNDER RFP N62742-15-R-1804. DO NOT OPEN IN MAILROOM." Factors 1 and 2 are limited to 35 double-sided pages (70 single-sided pages) including Forms J-11, J-12, J-14, and J-18. Factors 1 and 3 have additional page limits. For factors 1 and 2 only, contractors shall number pages consecutively including all forms. Should a contractor's proposal exceed the maximum number of pages allowed, the Government will stop reading and not evaluate any information after the page limit. Should there be a discrepancy between paper and electronic information, the paper copies shall govern. Identify the original proposal as "Original" on the cover of the proposal. The technical proposal shall be submitted in a three-ring binder with a table of contents and a tab for each Factor. The technical proposal shall not include any elements of price."

c. Page 154, Paragraph L1.2.a(4)(E) of the RFP is changed:

From: "E. All offerors proposing a partnership, joint venture, other team arrangement, or resource of a parent company/subsidiary/affiliate shall submit the following information in the front of the technical and/or price proposals:

(i) Provide a listing of the team members' corporate name (no abbreviations), address, point of contact, phone number, DUNS Number, and Cage Code. Provide in technical and price proposal.
(ii) Submit a letter of commitment from the team members. The commitment letter shall clearly identify the expected relationship, role and responsibility of the team member.
(iii) Submit a copy of the joint venture agreement, or other teaming arrangement agreement."

To: "E. All offerors proposing a partnership, joint venture, other team arrangement, or resource of a parent company/subsidiary/affiliate shall submit the following information in the front of the technical proposals:

(i) Provide a listing of the team members' corporate name (no abbreviations), address, point of contact, phone number, DUNS Number, and Cage Code. Provide in technical and price proposal.
(ii) Submit a letter of commitment from the team members. The commitment letter shall clearly identify the expected relationship, role and responsibility of the team member.
(iii) Submit a copy of the joint venture agreement, or other teaming arrangement agreement."

2. Delete Attachment Form J-11 and replace with the attached Form J-11 which revises the number of relevant projects from six to ten.

3. Delete Sample Project Statement of Work for Biological Surveys and Ungulate Fencing (Attachment J-9) and replace with the attached Statement of Work for Biological Surveys and Ungulate Fencing (Revised 12 May 2015).

4. The attachments to the Sample Project, Section C, and Attachments J-11 through J-17 will be uploaded to the "Additional Documents" section of the solicitation. Vendors will not receive notification of Additional Documents uploaded.

5. Proposals shall incorporate all changes to the subject solicitation and any other affected areas with respect to price and performance of the stated requirements. All amendments shall be signed and included with your technical and price proposal.

6. Delete Section C, Statement of Work and replace with the attached Statement of Work (unrevised) which shows the paragraph numbers due to system error.

7. The Solicitation Closing Date is not extended.

QUESTIONS AND ANSWERS
Solicitation No. N62742-15-R-1804
Natural Resources Management Services for
NAVFAC Pacific AOR

*1. We would like to know if the documents for the sample project (page 94 of the RFP) are available for pickup or can be downloaded? I noticed item 1 Attachments, includes a list of 13 documents related to the sample project. I was wondering if any of those documents was available for review or online, as they seem pertinent to the sample project.

Answer: The list of attached documents has been updated for the sample project. The documents can be downloaded from the NECO web site.

2. As discussed, page 45 of 182 for the Natural Resources IDIQ contains the following clause,
"The Contractor shall employ, for the purpose of performing that portion of the contract work in the State of Hawaii and Guam, individuals who are residents thereof and who, in the case of any craft or trade, possess or would be able to acquire promptly the necessary skills to perform the contract."

Does this clause apply only to craft and trade personnel? Does it mean that if you are a biologist and work for this contract on Guam, that you need to be a resident of Guam? Same for Hawaii?

Answer: No, this clause does not apply to only craft and trade personnel. Yes, this clause applies if noncontiguous states such as Hawaii or Guam's unemployment rate is higher than the current national average.

3. The definition of NAICS 541690 (see https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf) does not include the following exception found on Page 146 of the RFP: "*(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees."* Please clarify the SB Size Standard for this acquisition.

Answer: The size standard for this NAICs code is $15.0 MIL.

4. Volume I: Price. Are any rates or costs required other than for the Sample Project?

Answer: No

5. Are Teaming Agreements AND Letters of Commitment required from our team member firms? If we include Letters of Commitment for our team member firms and Teaming Agreements behind Tab 4 in Volume I: Price, are we required to include them in Volume II: Technical? If yes, are they excluded from the page limit?

Answer:
a. Letters of Commitment are not required from team member firms. Letters of Commitment only applies to key personnel. Letters of Commitment are part of the technical proposal. Per paragraph M8.3.a(6), teaming agreements are needed if you wish to utilize your subcontractor's experience and past performance. Subcontractor teaming agreements shall be part of the technical proposal.
b. Per paragraph M8.3.b(2)C, Letters of Commitment are required for key personnel.
c. No, page limits apply. However, per paragraph L1.2.b(2)B, page limits have been increased from 70 pages to 100 pages. See Amendment 0001.

6. Letters of Commitment. Page 154 of the RFP states: *"(ii) Submit a letter of commitment from the team members."* Page 174 (item C): *"A letter of commitment shall be provided for each proposed key personnel who do not currently work for the Offeror, and shall include the key personnel's role in the contract."* Page 175: *"D. Letters of commitment shall be submitted for all key personnel including subcontractor key personnel."* Please clarify if we are required to submit Letters of Commitment for our team member firms (subconsultants) AND individually from all Key Personnel or just the subcontractor key personnel? If required, should the Letters of Commitment for individual key personnel be included with their respective form J-14? Are Letters of Commitment excluded from the page limit?

Answer:
a. Letters of Commitment from subconsultants. See response to No. 5a.
b. Letters of Commitment from key personnel. Letters of Commitment are required for all key personnel including subcontractor key personnel. See No. 5a answer.
c. J-14. Letters of Commitment for key personnel should be included with Factor 1, Experience. See Amendment 0001.
d. Page Limit. No, See response to No. 5c.

7. Will you be providing the required forms/attachments (J-10, J-11, etc.) in a Microsoft Excel or Word version? Can we modify these forms (font, color)?

Answer:
a. All Section J forms will be uploaded to NECO and FEDBIZOPPS.
b. No, the forms shall not be modified, including font and color.

8. Page 154 of the RFP indicates the technical proposal is limited to 70 pages. Please clarify if this is 70 single-sided or double-sided pages (for a total of 140 pages of content)?

Answer: See response to No. 5c.

9. Page 154 of the RPF states *"The technical proposal shall be submitted in a three-ring binder with a table of contents and shall be tabbed by Factor."* Is this Table of Contents included in the page count?

Answer: No

10. Should the original and hard copy submittals (for both volumes) be printed single-sided or double-sided?

Answer: See response to No. 5c. There is no page limit for Vol. I, Price Proposal.

11. Factor 1 – Experience.

a. If a Task Order includes work over multiple years and a CPARS has been completed for prior years, can that project be considered complete to that point for Form J-11?

b. Please clarify that the projects shown in Form J-12 should differ from the projects shown in Form J-11.

c. Do the projects used in Forms J-12 and J-14 (Key Personnel's experience) have to be complete, or can multi-year projects that are greater than 75% complete be used.

Answer:
a. No, projects must be 100% complete to be submitted. See paragraph M8.3.a(1)B.
b. Projects shown in form J-11 may be the same as projects shown in J-12 and J-14.
c. All referenced projects have to be 100% complete.

12. Factor 2 - Sample Project.

a. Page 95 of the RFP states *"The Contractor will list biologists/staff assigned to each task with their academic and professional credentials."* Is this list different from the required use of J-18 in the Staffing Plan described on Page 175?

b. Page 174 of the RFP states *"Key personnel are the Principal and Project Managers for each specific task described in Section C paragraphs 3.1 to 3.27 of this solicitation."* Is the definition of "Key Personnel" different for the Sample Project?

c. Page 175 of the RFP includes a requirement for *"C. Assumptions."* Please clarify if any information is required or should we leave it blank?

Answer:
a. Use J-18 to show the biologist/staff that will be assigned to the sample project. Use J-14 to demonstrate Key Personnel experience such as educational background.
b. Key personnel definition is the same for the sample project.
c. Per paragraph M8.3.c(2)C, do not include any assumptions in your sample project proposal.

13. Factor 3 – Safety. Page 176 of the RFP states: *"The Safety Narrative shall be limited to two (2) pages."* Is this limitation for all of Factor 3 or just section *"C. Technical Approach for Safety?"*

Answer: Factor 3 is included in technical proposal. Per paragraph L1.2.b(2)B, the technical proposal page limit has been increased from 70 pages to 100 pages. See Amendment 0001.

14. Factor 4 – SB Utilization. Is the Small Business Subcontracting Plan included in the page count (Attachment J-16)? Are there any other sections in Factor 4 that are not included in the page count?

Answer:
a. No. Per paragraph L1.2.b(2)B, only factors 1 and 2 are subject to the page limit. See Amendment 0001.
b. No

15. Factor 5 – Past Performance.

a. Are Past Performance evaluations included in the page count (CPARS or PPQs/Attachment J-13)?

b. Page 180 of the RFP states *"C. Also include performance recognition documents received within the last five (5) years, such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition."* Is NAVFAC asking for copies of such documentation? Or a narrative describing additional performance recognition? Does additional documentation count towards the page count?

Answer:
a. No
b. Yes, provide a list of performance recognition documents received within the last five years.
c. See response to No. 14a.

16. Please further clarify the definition of a project. Would the government accept as a recent relevant project an independently funded 100% complete subtask for an large ongoing project that is not yet complete, e.g., a $200K vegetation survey completed for an ongoing EIS?

Answer: No the Government will not accept this type of project.

17. Page 154 of RFP states: *"Tab 4 – Teaming/Joint Venture/Mentor Protégé Agreements and Approvals (if applicable) A. Corporations, joint ventures, partnerships, and other similar entities to confirm they are not a party to more than one offeror. Failure to comply with this may result in disqualification of the offeror for contract award."*

a. We interpret this to mean that Corporations, joint ventures, partnerships, and other similar entities cannot serve in a PRIME contractor capacity AND support other primes in a SUBCONTRACTING capacity in proposals submitted in response to this solicitation. Please confirm or correct this interpretation.

Answer: Yes, this is correct. Only prime contractors are affected by this requirement.

We recommend the government add to the end of the clause: "This provision does not apply to subcontractors with minor or specialty roles on multiple prime contractor proposals so long as they are not also serving in a prime contractor capacity on another offer."

Answer: The question has been answered in #1a.

18. Factor 2, Sample Project:

a. Please confirm that the sample project does not include ungulate removal following fence construction. Are separate Work Plans required for the baseline surveys and fence construction?
Answer: Only one work plan is required and should encompass all the tasks in the scope of work. See revisions in Amendment 0001.

b. The Sample Project attachments include the JRM UXO Escort Requirements and Safety Protocols (1.0, e.). Will the contractor be required to provide an on-site EOD technician?

Answer: The contractor will not be required to provide an on-site EOD technician.

c. Should the contractor assume that other environmental documentation is already completed and available (specifically a Biological Assessment and Cultural Resources Survey) and that no unique requirements from those documents would affect fence construction?

Answer: Yes. Assume that no unique requirements would affect the fence construction from a biological assessment and cultural resources. There are no available environmental documents such as Biological Assessments or Cultural Resource Surveys.

19. Section H.7 states the following: *"The Contractor shall employ, for the purpose of performing that portion of the contract work in the State of Hawaii and Guam, individuals who are residents thereof and who, in the case of any craft or trade, possess or would be able to acquire promptly the necessary skills to perform the contract."* To what extent does the Prime Contractor need to employ residents of Hawaii and Guam?

Answer: See response to No. 2.

20. Under Section M9 - Pre-Award Survey/Responsibility Determination (15b). Financial resources available to perform the contract, it asks us to submit evidence of availability of working/operation capital that will be used for the performance of the contract. Would a copy of our Bank Letter satisfy this requirement?

Answer: Yes, per paragraph M9.1.b, if the offeror plans to rely on financial support, identify the maximum lines of credit that will be available to include documentation to support the amounts. The maximum lines of credit should be based upon the inclusion of this contract effort.

21. The solicitation states that we need to provide a listing of our team members' corporate name, address, point of contact, phone number, DUNS Number, and Cage Code, along with their Letter of Commitment and Teaming Agreement. There is also a clear Line Item on the Sample Project Price Sheet to show Subcontract Labor. Are we required to provide additional backup documentation for their labor, and if so, to what extent?

Answer: No additional labor documentation is required.

22. Past Performance. Page 99 of the RFP (Attachment J-11) states: *"CPARS or Past Performance Questionnaires must also be provided for each project/contract submitted using this form."* Page 179 of the RFP states: *"(1) The Offeror's past performance evaluation will be based upon customer satisfaction in the execution of the same recent relevant projects submitted for Factor 1 (Experience) and completed or substantially completed projects within the last five (5) years that are similar to the specific tasks described in Section C."*

Please confirm that the required past performance information is for only the six projects submitted in Attachment J-11 and that the Government is not asking for past performance information for projects mentioned in Attachments J-12, J-14, or any other *"completed or substantially completed projects within the last five (5) years that are similar to the specific tasks described in Section C."*

Answer: Please submit past performance information for projects submitted in Attachment J-11.

23. I saw the Natural Resource Management Services posted on the Federal Business Opportunity site; however, I did not see a response due date posted (see attached screen shot). Could you let me know when this proposal is due?

Answer: May 26, 2015, 2:00 pm, HST

24. Questions about the sample project outlined in Attachment J-9:

a. Section 3.2 states a work plan will be submitted for each task (Baseline Surveys and Ungulate Exclusion Fence). Should these be included in the response to the solicitation?

Answer: Only one work plan is required for sample project and should be included under the Factor 2 tab.

b. Should the deliverables listed in Table 2 be included in the response to the solicitation?

Answer: Yes.

c. Section 3.3 discusses baseline vegetative surveys and states the contractor should also identify and map any ESA listed species of Guam listed species within the proposed area. Should surveys for candidate or listed reptiles, snails, birds, insects, and mammals, or their host plants also be conducted?

Answer: Yes.

d. In Section 3.3, no specific instructions are provided for conducting vegetation surveys; however, previous studies of this nature used methods adapted from the Natural Resources Species Survey and Monitoring Plan (COMNAVMARIANAS Guam 2002). Should these same methods be used for surveys conducted in the Orote project area?

Answer: Yes

e. Section 3.4 does not mention conducting surveys for MEC or other anomalies. Ground penetration will occur when the ungulate exclusion fence is erected, should we assume that MEC clearance has already occurred within the Orote project area?

Answer: Yes

f. Section 3.4 states that vegetation along a 10ft wide strip centered on the fence will be cleared. The anticipated length of the fence line is 3,090 feet. It is anticipated that 0.7acres of ground disturbance will occur which is under the 1 acre threshold which triggers the requirement for a Notice of Intent for coverage under the NPDES Construction General Permit. Should it be assumed that only 0.7acrea will be cleared and no additional ground disturbance will be necessary?

Answer: Yes

g. Section 4.i states that the location of the fence has relatively no topography but the peninsula has steep cliffs. Will it be necessary to include the cliff line in vegetation surveys or should it be assumed that all surveys will occur in areas with little topography?

Answer: Vegetation on the cliff line will be excluded. Surveys are needed on areas with little topography.

25. Are the firms that completed the EIS for the Navy on Guam conflicted out of this procurement?

Answer: No

26. The government asked for 6 projects but requires experience for at a minimum 7 scope elements with 3 additional elements adding additional weight to the review. Can we submit more than 6 projects to cover those elements?

Answer: Yes. Paragraph M8.3.b.2.A has been revised to allow for a maximum of 10 projects. See Amendment 0001. Projects submitted via Attachments J-12 and J-14 can also be used to count for requisite project and key personnel experience.

27. Do the past performance and subcontracting plan count towards the overall page count of Volume II?

Answer: No, see response to No. 13.

28. a. 12 resumes for key personnel are required. b. Are the key personnel the Principal and Project Managers only?

Answer:
a. Disregard this sentence.
b. Yes

29. Is there a specific form to be used for the Letter of Commitment (referenced on pgs. 174 and 175)?

Answer: No, there is no specific form.

30. Is there a font size or a specific font required for the proposal document?

Answer: See paragraph L1.2.b(2)B in Amendment 0001.

31. Is double-sided printing acceptable?

Answer: See response to No. 30.

NATURAL RESOURCE MANAGEMENT SERVICES THROUGHOUT THE NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC) PACIFIC AREA OF RESPONSIBILITY

N62742-15-R-1804
EV22
24 April 2015

Section C – Description/Specifications

TABLE OF CONTENTS

SECTION C: WORK STATEMENT

1.0 GENERAL

1.1 General Requirements

The Contractor shall provide natural resources management services throughout the Naval Facilities Engineering Command (NAVFAC) Pacific area of responsibility (AOR), and other areas in the NAVFAC AOR worldwide as needed. The majority of the work is expected to occur in Hawaii, Guam, and the Commonwealth of the Northern Mariana Islands (CNMI). The Contractor shall provide all labor, transportation, tools, equipment, materials, supplies, supervision, coordination, and management necessary to provide natural resources management services within the NAVFAC Pacific AOR.

1.2 Laws regulations and Reference Documents

The Contractor shall execute each task order's request in compliance with all references in Attachment J-1 as applicable to each project. The contractor's personnel performing all contract services shall meet the minimum personnel qualifications described in Attachment J-2.

1.3 Regular Working Hours

The Government's regular working hours vary by activity and are normally between the hours of 7:00 a.m. and 4:30 p.m., Mondays through Fridays except Federal holidays and other days specifically designated by the Contracting Officer. Federal holidays are as follows: New Year's Day, Martin Luther King Jr. Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

2.0 GOVERNMENT FURNISHED DATA

Pertinent data in possession of or readily available to the Government, but not to the Contractor, which are needed and requested by the Contractor to perform the work, will be made available to the Contractor, subject to security requirements. The Contractor shall ensure a competent and knowledgeable staff is assigned to interpret and utilize the information furnished. Such data shall be returned to the Government no later than the completion of the task order or contract, as appropriate.

3.0 SPECIFIC TASKS

Natural resources management services required under this contract are tasks commonly associated with the monitoring, management, and protection of biological resources. Many of the tasks are a result from the issuance of permitting requirements or impact analysis within Endangered Species Act (ESA) Biological Opinions, National Environmental Policy Act (NEPA) documents, or the installation's Integrated Natural Resource Management Plan (INRMP). The INRMP is a planning tool and displays the military installation's base-wide conservation program.

The Contractor shall be responsible for obtaining any necessary state and federal permits to conduct the services required in the Task Order. Permits may include, but are not limited to, 10(a)(1)(A) permit(s) for threatened and endangered species. Copies of permit(s) shall be submitted to the Contracting Officer Representative (COR) and Installation's technical representative prior to initiating threatened/endangered species inventory/surveys or, as practicable, copies of permit(s) shall be provided with the submittal of the draft work plan.

Any data resulting from the confirmed observances of protected species must be summarized in a report and documented using GIS. Location of photo points, survey transect or trails (to ensure future repeatability and monitoring) and other significant natural resources should be recorded. Any noteworthy observances should also be documented, including existing ecological communities, significant pest species infestations, damages and human induced disturbance (graffiti, trash, or injuries). The Contractor will adhere to report writing and GIS stipulations.

3.1 Coordination Meetings

The Contractor shall conduct coordination meetings and prepare minutes for these meetings. Coordination meetings shall include, but not limited to, project kickoff meetings, team meetings, site visits and project report meetings. The contractor will contact the COR to coordinate and arrange meeting dates, venue, and agenda. The purpose of the coordination meeting is to be a working-level meeting to exchange information and identify data needs, in addition to discuss the requirements contained in the SOW and obtaining copies of existing environmental planning

documents to be referenced. The meetings also can requested to problem solve or fix coordination issues. Minutes shall include, but are not limited to, attendees, relevant discussion topics, decisions, and action items.

3.2 Avian Surveys

The Contractor shall conduct avian (bird) inventory/surveys. Surveys should be conducted no earlier than sunrise and no later than 11:00 a.m. local time. Only one observer shall be present in the survey area during a count, all other observers shall approach the strip transect with little disturbance to the birds as possible. Counts shall begin immediately when the observer reaches the station. Depending on the species being sampled, no attracting or calling devices shall be used. Bird detections should be based on visual or audible recognition. Avian inventory/surveys may include but are not limited to line transects, point counts, focused surveys, walking surveys and presence/absence. Line transect(s) shall be 200 meters long. Observations made along the path should be made within a 20m band along both sides of the path. The area covered by the meandering method shall be determined in coordination with the COR prior to field work or specified by the Task Order. Depending on the task order, surveys shall be replicated at pre determine time intervals. Point count stations should be posited no closer than 40 meters apart. Observations at the stations should be made within a circular radius. Positions of the point stations should be determined in coordination with the COR prior to initiation of field work. Depending on the task order, surveys shall be replicated at pre determine time intervals. The observer shall stand at each point count station for 10 minute duration, observing and recording all birds seen or heard. The observer shall assign a unique number to each point count station and take a location of the point count station using a GPS unit with at least 5-meter accuracy. The observer shall develop a standardized field data form to record the following: observer's name; name and number of point count station; date; start time (of ten minute monitoring duration); weather conditions (to include estimates of percent cloud cover, wind speed, and air temperature); avian species; number of individuals of each species; distance of each individual of each species from the observer.

Depending on the task order, avian surveys repots shall include the species of birds detected, species range, the locations of detection, roosting locations, and estimate of the population size. Also depending in the task order, the population numbers shall identify the number of breading pairs and number of nests.

3.2.1 Mist Netting

This task requires the use of delicate nylon or monofilament webbing stretched between a frame, structure, or held up by cords. Nets are set in promising flight paths, near fruiting plants, around nests, or anywhere birds/bats are likely to fly by. Depending if the target species is protected, a collection or banding permit may be needed by the regulatory agency. The level of effort will be determined by the individual task order. Mist netting shall include, at a minimum: Trapping of targeted species or list of species caught; Documentation of the trapping location including vegetation type, description of the area, and mapped location on topographic map; Data table of measurements including body size, body weight, and sex for each sample captured and band identifier assigned to the species.

3.2.2 Playback Counts

Positions of call stations should be determined in coordination with the COR prior to initiation of field work. The survey area shall be surveyed at a minimum of four times, with each visit at least one week apart, over a period not to exceed 12 weeks. Playbacks of birds should be less than 30 seconds with a long pause. Playback songs shall be played using portable amplified speakers two to three times every 100 meters along walking routes within the project area. Playbacks and listening should cease after 5 minutes.

3.3 Bats Surveys

The Contractor shall determine the presence or absence of bats and/or population(s) in the study area. Data of the bat detections may need to be analyzed for seasonal movement in elevational habitats. Visual and acoustic detections are acceptable methods depending on the species. For smaller bats that predominantly use echolocation to navigate, ultrasonic sound recording devices (example Anabat or SM2) should be used to detect bats. These detectors should be able to record sounds produced by bats to record calling and activity sounds. Locations of the bat detectors should be coordinated with the COR and based on landscape usage or specific locations. Specific location detections should be deployed for six months, with samples taken two times a month for 7 days, with one week between sample periods. Surveys for bats over a large area should last for one year covering the four seasons (winter, spring, summer, and fall). Samples shall be taken bi-monthly, two times a month for 7 days, with one week between sample periods. The location of the detectors should be moved throughout the landscape in varying ecosystem types and

altitude types to capture elevation migrations. The observer shall assign a unique number to each point count station and take a location of the point count station using a GPS unit with at least 5-meter accuracy. Bat detection stations shall be mapped on a topographic or areal image of the landscape following GIS requirement. The observer shall develop a standardized field data form to record the following: observer's name; name and number of point count station; date; start time (of ten minute monitoring duration); weather conditions (to include estimates of percent cloud cover, wind speed, and air temperature); bat species; number of individuals of each species; distance of each individual of each species from the observer. Detections by sound recorder should estimate: number of bats present, number of bat activity nights, type of activity, and number of nights per activity. Depending on the study, physical collection of bats may be required to collect data on sex, DNA, and life stage.

3.4 Insects Surveys

Insect surveys shall be performed to either census the total number of individuals and species within an area or to index the number of individuals and species in a representative subset of the census area, such that population trends can be identified through future subsequent population monitoring. Methods used to trap insects may include, but not limited to: barrier traps, bait traps, pitfall traps, pan traps, Lindgren or Berlese funnel traps, black light traps, sifters, separators, and extractors. Once captured, the contractor shall utilize diagnostic keys to identify the species of interest, as well as the frequency of discovery. The contractor shall maintain a reservoir of samples from the field, pinned or in buffer solution, and prior to contract completion, ship the reservoir of samples to the COR. The contractor shall complete identifications of those species, which couldn't be identified in the field. Sampling methods, areas of sampling, species discovered, and frequency of occurrence shall be reported by the contractor in final reporting.

3.5 Herpetological Surveys

The purpose of this task is to investigate the species composition of amphibians and reptiles in the survey area. This task would involve day and night surveys in terrestrial and aquatic areas for these species. Targeted species would include but not limited to: lizards, snakes, turtles, geckos, frogs, toads, and salamanders. This task may include estimating population numbers; collecting sample species; and identifying protected species. Varying survey techniques such as simple visual surveys, traps, glue board, or others best available scientific methods described in the task order will be needed. If a protected species is to be collected or disturbed, applicable Federal or territorial permit will need to be obtained.

3.6 Land Snail Surveys

The purpose of this task is to investigate the presence or absence of protected land mollusks. The task would involve day or night surveys. Targeted species would include but not limited to tree snails and ground snails. This task may include estimating population numbers; and identifying species. Varying survey techniques exist but visual surveys are the most commonly used. A specific method may be described in the task order. If a protected species is to be collected or disturbed, applicable Federal or territorial permit will need to be obtained.

3.7 Telemetry

This task involves tracking animals using transmitters and receiving devices to determine their location. Transmitter devices shall be physically attached to an animal or secured by a collar. Attached transmitters should be no greater than 5% of the animal's body weight. The Contractor will record the animal's movement by field radio receiver or remotely by satellite tracking depending on the task and amount of information required by the contract. The Contractor will process telemetry data to determine location of animal, location of groups of animals, and nesting sites.

3.8 Live Capture Trapping

This task involves capturing live animals to tag, measure, exterminate, or conduct other natural resources management activities. The Contractor will select traps based on the targeted wildlife, and purpose of capture. For example, Sherman traps and small cage traps will be used for rodents, and pen or larger traps will be used for ungulates and cats. Live traps should be checked within 24 hours of opening. Traps that are not needed should be closed or disabled. Humane standards to capture live animals will used in order to minimize the amount of stress for the animal. The number of traps needed and number of trapping days will be determine by the specific Task Order and project area.

3.9 Focused Botanical Surveys

The purpose of these surveys is to identify and document specific plants and plant community within the study area. This would involve field surveys to identify plants and create a catalog of species present. Rare or protected plants (defined as candidate, threatened, endangered, or species of concern) may exist in a study area that would need to be located for future monitoring and management. Inventory/surveys shall include an estimate of the number of individuals of rare or protected plants species, date and time the specimens were collected, common name, scientific name and family for each species listed. Observations of the species shall be made including; population boundaries; concentrations within those boundaries; approximate number of individuals; reproductive information; habitat factors; and associated species. The collection of rare or protected plants material may need to be performed in some cases. Collection types could be tissue, seed, cutting, plant, or seeds. All collection shall be done with Federal collection permits.

3.10 Vegetation Surveys

This task requires landscape surveys to identify common vegetation types and assigning them into different classes, as defined by the COR. This would be done through meandering field surveys, noting specific vegetation or analysis through remote sensing. These classifications should be mapped over a geographic area to demonstrate the vegetation cover type (an assemblage of species making up a cover type). Information illustrated on maps should display vegetation and land cover within the study area. Information for the vegetation maps could be from Landsat imagery or on the ground measurements. The area covered by vegetation classes may need to be calculated for measurements and land coverage area.

3.10.2 The Contractor shall conduct a general walking inventory/survey of the project area at least one time during the appropriate growing season to identify all plant species, sub-species or variety as appropriate in a biological or regulatory context. The Contractor shall establish transects and identify all native and non-native plants. If a species is not identifiable, the Contractor shall document the unknown species by collecting voucher specimens or photographs. The Contractor should make reasonable efforts to identify all plants to species. Vegetation communities shall be mapped using the most current aerial photographs available.

3.10.3 The Contractor shall prepare a written description (at both a general and site specific level) of the vegetation communities mapped during the inventory/surveys. The Contractor shall compile a detailed list of plant species found during the inventory/survey.

3.10.4 This work requires the identification and research for all appropriate collection, reports, notes of field sightings, scientific literature, and other secondary sources of records for plant species protected under Federal/State law in the study area. Using established protocols approved by the COR the biologist will record candidate, threatened or endangered, or species of concern noting species name (common and scientific), and listing status.

3.11 Vegetation Restoration

This task involves propagation of plants, followed by outplanting and monitoring. In the event seeds or potted plants are not possessed by a nursery, native plant seeds will be collected in the field. Germination and storage requirements shall be devised by the Contractor based on literature or nursery trials. Contractor shall germinate and rear young plants till suitable for planting. Upon completion of outplanting, the Contractor shall conduct plant husbandry tasks (watering, weeding, soil amendments). Other tasks may be further defined in the Task Order that pertains to this work. This task could also involve salvaging damaged or infested plants to a healthier state. The contractor shall assess what is causing harm to the plant, remove damages to the plant, and nurse the plant to grow on its own.

3.12 Plant Structure Stabilization

The purpose of this work is to provide a support structure for trees or plants that are falling over or are easily toppled by severe weather events. A certified arborist shall examine the current condition of the plant, propose the best support system, and install the structure. The stabilization structure could be, but not limited to support poles, guide wires, ground anchors, or support frames. The *Serianthes nelsonii* tree of the Mariana Islands is a particularly prone to toppling during severe weather events and cable stabilization of these trees is needed.

3.13 Wetland Delineation Surveys
The Contractor shall conduct a field surveys/inventory of the project area defined under the Task Order to determine wetland presence. Prior to initiating the field effort, the Contractor shall examine relevant topographic maps, orthorectified aerial photographs, vegetation maps, maps of previously delineated wetlands and non-wetland waters of the U.S., state soil surveys, National Wetland Inventory Maps and U.S. Army Corps of Engineers (USACE) regulatory guidance letters to focus and plan delineation effort under the Task Order.

3.13.2 The Contractor shall evaluate all three parameters (soils, vegetation and hydrology) in the field see Attachment J-8. The determination of hydric/non-hydric soils shall be on the evaluation of soil samples. Vegetation samples shall be performed during the growing season at the time of year when vegetation is at its peak and when plants can be identified to species (or subspecies or variety, as appropriate). In a typical year, this will be from March through May, but will vary on weather conditions.

3.13.3 Specific Reporting Requirements (such as figures, photo-documentation, maps, including GIS generated graphics, etc.):

3.13.4 The Contractor shall prepare a figure which includes a photograph of each jurisdictional wetland (depicting the three parameters), isolated, ephemeral wetland, each jurisdictional non-wetland water of the U.S. or any other area with wetland features. Each photograph shall be accompanied by data indicating the following: type of wetland or water; location; drainage, wetland or upland area to which it corresponds; approximate size; the date the image was taken; the direction from which the image was taken; and any notable features, if applicable. Submittal information including date for submittal (or with Draft/Final Report), formatting requirements and number of copies shall be identified in the Task Order.

3.13.5 The Contractor shall prepare a GIS map depicting all wetlands and waters of the U.S. Submittal information including date for submittal (or with Draft/Final Report), formatting requirements and number of copies shall be identified within the individual Task Order.

3.13.6 The Contractor shall prepare written findings that include a map depicting potential wetlands and waters of the U.S. submittal information including date for submittal. Formatting requirements and number of copies shall be identified within the individual Task Order.

3.14 Wetland Restoration Planning
The Contractor shall develop wetland restoration strategies which may be implemented in the future to increase the biotic productivity of the wetland. Plans shall focus on wetland improvement measures which will increase the opportunities for endemic flora and fauna to increase in abundance. Plans written by the Contractor shall document historic anthropogenic disturbances in the watershed or wetland which have influenced improper wetland functions. A special emphasis should be placed on invasive species which have altered feeding webs, hydrological properties such as dissolved oxygen levels, eliminated proper nesting habitat, reduced cover from predators, or caused other perturbations to the wetland system. Plans shall identify the species benefiting from proposed implementation strategies. Also, any threatened and endangered species utilizing the system shall be identified in the document and implementation measures shall identify any positive or negative impacts which will affect such threatened and endangered species. All injurious invasive wetland plants shall be mapped using handheld GPS units during preliminary surveys. All required engineering data, such as bathymetric wetland parameters, shall also be collected during preliminary surveys given many implementation measures within a wetland restoration plan may require the removal of sediment, alteration of wetland course, or installation of impediments, which may displace water and cause temporary disturbance to the wetland during construction. Engineering specifications shall be included in the plan appendices and shall depict the intended location of construction in relation to major landmarks. Designs shall indicate the depth of sediment removal and the depth of the wetlands in question. Plans which call for sediment removal within a wetland must also address the presence or absence of contaminants within the system based on preliminary wetland surveys and or historical documentation. If sediment removal is a component of the wetland restoration plan, contamination removal will be required in the plan. Plans shall include landscape designs depicting the intended location of outplantings, by species. Each landscape design shall denote the species intended for outplanting, in addition to proper spacing, and depth of planting. Monitoring systems shall also be included in plans in order to quantify changes in the wetland over time. Monitoring components shall include: metrics of interest,

frequency of monitoring, level of effort and or manpower needed to complete monitoring, methods, selection of indicator species, and previous baseline population levels for such indicator species.

3.15 Wetland Restoration Implementation.
The Contractor shall execute wetland restoration plan components. Components may include invasive plant removal, sediment removal, installation of artificial islands, out planting noninvasive species, and herbicide application for control purposes.

3.15.1 Invasive Species Removal
The wetland restoration plan shall identify the treatment methods for target invasive plant/animal species. The contractor shall utilize the pre-determined prescriptions as guides for implementation. In the event the application of herbicides is required, the contractor shall ensure field staffs applying herbicides have state and Federal certifications required for the application of EPA approved herbicides. Contractor shall apply herbicides to target invasive using the allowable amount per EPA label. In the event the removal of invasive species via mechanical method is the prescription called out in the plan, the contractor shall procure equipment and qualified equipment technicians to remove target plants. In the event manual removal is the plan's preferred method of treatment, the contractor shall assemble a team of landscape crew to remove key invasive species by pulling, digging, or cutting invasive plants.
Wetland restoration plans will often dictate the usage of an EPA approved herbicide for controlling an injurious invasive plant species. The Contractor shall possess or obtain the necessary certification to apply aquatic approved herbicides. Area identified for treatment, in addition to frequency of treatment, and preferred herbicide shall be defined within the restoration plan.

3.15.2 Sediment Removal
Implementation involving the usage of heavy equipment shall require additional permitting, which shall already have been called out in the restoration plan. The contractor shall utilize the restoration plan to identify which permits are required, and populate permit applications with pertinent information required by the local and federal permitting application process. Contractor shall submit populated permit applications to COR for review and submission to the required local and federal government agencies, which typically includes the ACOE. Contractor shall utilize the engineering designs from the restoration plan to remove sediments from the wetland, in the amounts and locations depicted within the restoration plans engineering specifications and drawings.

3.15.3 Installation of Artificial Islands
In the event the restoration plan dictates the installation of artificial islands, the contractor shall engineer, transport and deploy artificial island or islands, to the identified location within the wetland. Anchoring and buoyancy devices shall be integrated into the artificial island such that movement does not occur.

3.15.4 Outplanting Native Species
The landscape design possessed within the Restoration Plan shall be followed by outplanting activities. Each native plant destined for outplanting into the wetland or wetland margin shall be properly shocked, or put through a "hardening off" process to ensure the plants can sustain life outside a nursery environment. Using the landscape design, the contractor shall remove plants from containers, insert into the ground, cover with soil amendments, and water. Additional care to the plants may be required under the specified task order.

3.16 Streams, Lakes, and Pond Assessment
This task involves the assessment of flowing bodies of water such as streams and rivers, and large standing bodies of water. The assessment would include a catalog of plants and animals discovered within the system. Additionally, bathymetric data for the system shall be obtained during field survey and depicted on report maps. Surveys shall include: electro shocking in conjunction with voluntary creel data to describe the number and relative abundance of fish species in the environment, vertical tow nets and traps to identify the planktonic composition of the system, and water quality testing. Organisms captured during surveys shall be identified to species using diagnostic keys and the presence, prevalence, and distribution of species discovered shall be reported.

3.17 Ecological Reserve Areas (ERA)
The Contractor shall develop a nomination proposal to establish Ecological Reserve Areas (ERAs) within DoD property to enhance natural resources for biological integrity and multiple uses. An ERA is defined as an area

dedicated primarily or exclusively for preserving example ecosystems and genetic diversity, while providing opportunities for scientific research and education. The contractor shall establish and maintain ERAs that have special natural areas that have characteristic or outstanding botanical, ecological, geological, and scientific features or processes.

3.18 Integrated Natural Resources Management Plan (INRMP)
The Contractor shall develop and prepare products that will be used to support the installation's INRMP update or revision. The Contractor shall prepare the INRMP to be used to support the environmental reviews of the installation's military projects and their compliance with all applicable Federal, State and Local statutes and regulations, and with DoD policies, instructions and guidance. The INRMP is to identify significant natural resources and include any recent studies on the resources and inventory of these resources. The INRMP will follow the Department of Defense instruction on preparing INRMPs (see Attachment J-3). Natural resources data shall be built in a geographical information system that includes maps, photographs, illustrations, references, data bases, and guidance text.

3.19Regulatory Wildlife Assessments
The Contractor shall be responsible for measuring the impacts to natural resources from a land modification project. As part of this assessment, the planned construction or action will be described to include the project footprint and any environmental impacts that it might cause. Impacts can be in the form of clearing an area, significantly changing the use of the environment, increased activity at a site, or producing noise disturbances to an area. Any protected plant or animal within the project area would need to be mentioned in the assessment. Additionally, associated impacts to these species from the construction project would need to be mentioned and evaluated based on the level of disturbance. Minimization methods to reduce the impacts on the species need to be described or any mitigation actions that would take place to alleviate the amount of disturbance. This type of assessment could take the form of an Endangered Species Act Section 7 Biological Assessment (see Attachment J-7), Migratory Bird Treaty Act (MBTA) assessments and permit applications, and Coastal Zone Management Act (CZMA).

3.20 NEPA and Environmental Planning Studies
The Contractor shall provide environmental planning services in the preparation, updating and review of National Environmental Policy Act (NEPA) documents in support of natural resources management projects or actions. The NEPA documents include Record of Categorical Exclusion (RCE) and Environmental Assessment (EA). The primary tasks anticipated under this contract are the preparation, update, and review of RCE or EA. Secondary tasks may include related technical services as outlined in this statement of work, preparing or updating flora/fauna guides/plans, soils conservation studies, cultural resources studies, and environmental planning guides/brochures. Additionally, the contractor may be assigned ancillary work involving word processing, graphics, reproductions, manuscript editing, and other services related to NEPA documents under preparation by NAVFAC staff.

3.21 Invasive Species Management
The Contractor shall identify the treatment methods for target invasive plant/animal species occurring on DoD installations. The Contractor shall utilize literature and lessons learned from applied biologist in the region as it applies to identifying the most effective control or eradication tool for the target. All compound and delivery techniques shall abide by current EPA labels. Target species would include but not limited to: ungulates, weeds, grasses, fish, amphibians, reptiles, or insects. In the event the application of herbicides, rodenticides, or insecticides is required, the contractor shall ensure field staff applying products has State and Federal certifications required for the application of EPA approved herbicides. In the event the removal of invasive species via mechanical method is the preferred prescription, the contractor shall procure equipment and qualified equipment technicians to operate equipment.

3.21.1 Plants. Removal methods shall include but not limited to: backpack sprayers, girdle and swab, tree injections, spot spraying, granular applications, spray rigs, and hand removal.

3.21.2 Mammals. Removal methods shall include but not limited to: live traps (e.g. Sherman, Tomahawk, box traps, padded leg holds), kill traps (e.g. Victor, Good Nature Traps, and Conibears), contraception, and active removal (shooting).

3.21.3 Insects. Removal methods shall include but not limited to: fumigation, backpack sprayers, spot spraying, granular applications, spray rigs, and drenching.

3.22 Biosecurity
The Contractor shall evaluate military construction and training missions for invasive species incursion risk probabilities, in addition to identifying mitigation actions which can be taken to reduce such incursion risk. The Contractor shall utilize risk analysis tools such as the Hazard Analysis and Critical Control Point (HACCP) planning process to depict incursion risks and mitigation actions associated with a military action. HACCP plans shall utilize the level of detail as depicted by the attached (Attachment J-6). Other risk analysis and invasive species management guidance the contractor may prepare shall include: rapid response plans, pathway identification, and cost benefit analysis of different incursion mitigation. The contractor shall also place a focus on educational outreach about Biosecurity for the general public, contractors, active duty DoD members, civilians, and other workforce interacting with the DoD.

3.23 Invasive Species Fencing
This work involves the construction of wildlife barriers to exclude animals from protected area. The Contractor will construct fencing to exclude multiple species including but not limited to ungulates, cats, and brown tree snakes. The Contractor shall survey the proposed fence unit to determine the best placement for the fence across the landscape. The fence shall take advantage of natural barriers that keep unwanted species out. The contractor will prepare the site for construction of the fence removing vegetation or earth. The contractor will also develop and analyze the best strategy to integrate stormwater gates and culverts into the fencing system. The gates or culvers will allow major streams or drainage ways to cross the fence but still exclude animals. The task also includes the maintenance of the fence. Inspections of the fence should be conducted to identify and fix weak points in the fence that prevents it from functioning. This would include but not limited to fence gaps, material failure, vegetation overgrowth, and washouts.

3.24 Educational Outreach
Educational outreach tasks encompass a variety of outreach activities and resources designed to bring awareness to natural resources management stewardship and invasive species issues. Target audience may include but not limited to, the general public, contractors, active duty DoD members, civilians, and other workforce interacting with the DoD. The Contractor may be required to prepare web sites, information kiosks, trail signs, warning signs, information signs, brochures, guides, slides, posters, flyers, computer presentations, museum-type displays as well as others.

3.25 Fire Management Plan
The Contractor shall compose a wildland fire management plan. The purpose of this management plan will be to protect the public, communities, infrastructure, natural resources, and maintain ecological health. The management plan will lay out how fire management strategies and tactics will protect valued resources that are at-risk and provide the necessary tools to meet the resources and management goals and objectives. The fire management will be guided by the installation INRMP and resource management strategies. The goal of the Fire Management Plan is to restore and maintain fire's role as a dynamic natural process where it is beneficial, and prevent or suppress fire where it has the potential to damage resources.

3.26 Aerial Mapping and GIS Mapping
The contractor shall provide all equipment and service required to conduct aerial photographic surveys and mapping services to document significant natural resources including but not limited to jurisdictional wetland boundaries, endangered species locations or critical habitat, coastal areas of concern, vegetation community areas, and wildlife management sites. Support services for photogrammetrically-derived mapping include: digital ortho-photography, survey crews for locating property boundaries, buildings and other infrastructure; RTK GPS / conventional survey crews to locate flagged positions of jurisdiction wetland boundaries, endangered species locations and other significant natural resource requiring survey-level accuracy of location for photogrammetric capture. The Contractor may also be required to develop Spatial Data Standard (SDS) compliant GIS vector data files of digitized planametric features captured from ortho photos, and convert AutoCADD files to SDS compliant datasets using ESRI compatible products (ArcGIS). See Attachment J-4 for additional GIS specifications.

3.27 Miscellaneous Natural Resources Services

The Contractor may be requested to provide miscellaneous natural resources planning, evaluation, management and related services that may be required of the DoD as a condition of complying with federal natural resources regulations and Navy natural resources policies. These services may include but are not limited to preparation of condition assessments, evaluations, engineering evaluations, maintenance plans, management plans for conservation areas, natural disaster preparedness planning database development, erosion surveys, baseline assessment surveys, sinkhole surveys, training programs and workshops and compliance assistance. Biological monitoring to ensure compliance with environmental laws, Terms and Conditions of Biological Opinions and avoidance, minimization and mitigation measures included in relevant NEPA documents, Biological Assessments and Storm Water Prevention Plans. Miscellaneous natural resource services tasks encompass a variety of support services designed to augment natural resource studies and assessments that support the management and stewardship of natural resources.

4.0 PROFESSIONAL STANDARDS AND PROCEDURES

All aspects of work under the contract shall conform to prevailing professional standards and procedures, which include, but are not limited to the following:

4.1 Geographical Information Systems (GIS). Tasks involving GIS should be done using ERSI Arc View Version 10.1 or higher. The resulting product shall be in a format that allows the layering and linking of all geographically associated data into a CD ROM format and includes all databases (GPS, site numbers, descriptions, analyses, etc.), maps, plan views, profiles, photographs, reference materials, text, geographically referenced aerial photographs, topographic maps, metadata, shape files, polygons, and other documentation, such as user's and technical manuals, data dictionaries, etc., as needed to fully understand the content of the GIS. Digital geographic maps and the related data sets shall be delivered in the following format describe in Attachment J-4.

4.2 All data collected shall be recorded in a legible and accessible manner and stored in a relational data base program.

4.3 Each Task Order under the contract shall be executed and its results reported in an objective and dispassionate manner clearly delineating fact and opinions. Interpretations of, and inferences from data along with assumptions, premises, and reasoning used shall be clearly and explicitly stated. Technical terms shall be used in a way that is consistent with current usage in the professional literature or shall be explicitly defined when introduced in the report.

4.4 Personnel employed under the contract shall meet the requirements presented in Attachment J-2, Minimum Personnel Requirements.

4.5 Statistical methods and programs shall be cited and described and data used to derive statistics that appear in the report shall be included as an appendix so that the results can be replicated.

4.6 Electronic Graphics: Maps, graphics, and drawings shall be of professional quality and incorporated into the hard copy report and electronic deliverable, as required by each task order. The program used to generate these products shall be compatible with Government systems, and products shall be submitted in a manner that enables the Government to reproduce and manipulate the contents. Photographs must be of good quality (minimum resolution of 300 dots per inch (dpi) to be used for identification of species. If the Contractor is not able to obtain good quality photographs of the species in the field during surveys, photographs of that species may be obtained from other sources. In that case, the Contractor must allow the Government to make hard and/or electronic copies of the photographs for non-commercial use in future. Latitude/longitude coordinates and maps of all surveyed locations shall be included in the Draft and Final reports.

5.0 STIPULATIONS

5.1 The information developed, gathered or assembled in fulfillment of the requirements of the contract shall not be released in any fashion, verbal or written, by the Contractor, their associates, the subcontractors or their associates, without prior approval of the Contracting Officer or designated technical representative.

5.2 The distribution of any material, data, or reports collected or prepared in the execution of the contract tasks is limited to U.S. Government agencies and contractors under contract to the U.S. Government. Requests for any material, data, or reports, including reports for distribution to Contractor employees, project participants, subcontractors, and associates, shall be referred to the Contracting Officer.

5.3 All materials generated by the contract are the property of the Government. All material generated and collected in the execution of the contract, including, but not limited to, field notes; photographic negatives, prints, and inventory; specimens; literature; and copies of all written, graphic, and archival material generated or collected can be requested by the Government. Submitting field copies may be required by Task Order unless otherwise advised by the Contracting Officer or designated technical representative.

5.4 The Contractor and subcontractors must take appropriate steps to preserve the confidentiality of work assignments and shall exercise care to avoid information from becoming accessible to unauthorized persons. All discussions or consultations with outside governmental agencies or nongovernmental organizations will be coordinated by the designated technical representative unless otherwise directed in individual task order scopes of work.

5.5 Any request to publish information, either entirely or partially shall be delivered to the COR prior to the submittal of any manuscript to publishing company. Permission must first be granted by the Government.

5.6 Task Orders may require Contractor and subcontractor personnel to visit military areas. Personnel assigned to the project must be able to qualify for access to military areas after appropriate security checks are made. All personnel shall abide by prevailing security requirements during visits to such military property and shall obtain the required permits and passes in a timely manner. The Contractor shall provide the Contracting Officer with a list of personnel and their social security numbers in order to allow the Government adequate time to obtain security clearance.

5.7 The Contractor shall be responsible for the professional and technical accuracy and coordination of all data, reports and other work or materials furnished by the Contractor or the subcontractors under the contract. All errors or deficiencies in assigned work attributable to the Contractor or the subcontractors shall be corrected by the Contractor at no cost to the Government within a reasonable time after discovery.

5.8 Oral reports shall be provided to describe progress upon request during the fieldwork and in the event of unusual or unexpected results. In addition, the Contracting Officer or designated technical representative shall be kept informed of progress and problems encountered by the Contractor. The Contractor shall designate an individual who will serve as the point of contact and will be directly responsible for all matters pertaining to the contract. The Contractor upon prior notification and approval of the Contracting Officer or designated technical representative may make direct contacts with other commands and military activities. A brief summary of each contact (oral or written) shall be provided to the Contracting Officer or designated technical representative within one week after the contact is made.

5.9 The Contracting Officer or designated technical representative shall make field and laboratory inspections and request oral status reports at any time during the course of Task Order. The Contractor shall oblige the Contracting Officer or designated technical representative making the inspection.

5.10 Electronic deliverables shall not be password protected.

5.11 Fieldwork at Potential or Known Hazardous Waste Sites
This contract may occasionally be used at sites with known or suspected contaminants. The fieldwork associated with this task may include monitoring, surveying, and subsurface testing at locations suspected or known to contain toxic substances (such as lead, petroleum, PCBs or Munitions and Explosives of Concern) exceeding Federal standards. It is expected that only a small portion of the total project sites will contain toxic substances. Prior to commencing work in locations with the potential to contain munitions or any material or item with the potential to explode, the contractor shall develop and implement a specific plan in order to assure hazards are identified and appropriate precautions take place in order to avoid preventable mishaps. Munitions may include unexploded ordnance (UXO), munitions and explosives of concern (MEC), and material potentially presenting an explosive

hazard (MPPEH). For sites where munitions are known or suspected, the Contractor will follow NAVSEA OP5 Volume 1 (series) and NOSSAINST 8020.15D (or latest revision). A Site Safety and Health Plan (SSHP) shall include standard operating procedures for the discovery and avoidance of unexploded ordnance (UXO) during field work following guidelines provided in the most current Explosive Safety Submittal (ESS). The Contractor shall have available either on staff or through the use of a sub-consultant who have had Installation Restoration Health and Safety training (in conformance with 29 CFR 1910.120(e)(1)) and maintain current certification in this training throughout the duration of this contract. Additional training and certifications may also be required for specific Task Orders. The fieldwork and reporting requirements will be the same as those identified in the appropriate task descriptions, except where safety and logistical concerns make them unsafe or inappropriate.

6.0 CONTRACTOR SUBMITTALS

The standard computing software is Microsoft Office 2010. All documents including the final report shall be provided in Microsoft Word 2010 format and Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2010 format. Unless otherwise noted, all submittals shall be generated in English language. Documents shall follow the format in Appendix J-5.

6.1 Survey Plan or Work Plan

Electronic copy of the Draft Work Plan (DWP) shall be delivered to the COR (via email) for Government review and comment within 21days from the date of award of Task Order. The DWP shall have proper pagination on all pages, and every line of each page shall have been numbered and be properly reviewed for QA/QC. The Contractor may proceed with work once the Governments comments have been addressed and the final work plan has received approval from the Government. The Work Plan (WP) shall include items describe in Attachment J-5.

6.2 Monthly Progress Report

The Contractor will submit Progress Reports (PR) and oral briefings to the designated technical representative for each active task order before invoicing. The purpose of these reports and briefings is to provide sufficient information to the Government to show that the work is being performed on schedule and according to the Scope of Work. The nature of these reports and briefings and the method of submittal will be determined for each Task Order.

6.3 Draft Survey Report

The Contractor shall produce and submit the Draft Survey Report to the COR within 15 calendar days after completion of the field survey unless stated otherwise in the task order. The report shall contain at least items (1) thru (9) of the report format (see Attachment J-5) and maps of survey sites. Information that can be used to develop effective conservation/management plans for protected species must be included in the report. As part of the summary, the Contractor shall provide maps depicting the project area, location of investigations, and location of resources (if applicable). If stipulated in the task order, the submittal shall include geographical information systems compatible with ESRI Arc View GIS. Three (3) hard copies and three (3) electronic copies are required unless specified in the task order. The digital maps, related data, and text documents shall be included in the electronic copies.

6.4 Final Survey Report

The Final Report shall incorporate all Government review comments for the Draft Report, and shall be submitted to the Contracting Officer or designated technical representative within 30 calendar days after receipt of the review comments or otherwise stated in the task order. The Contractor shall submit hard copies and electronic copies of the report in accordance with Section J-5, with illustrations and graphics in the quantity specified in the Task Order. If stipulated in the scope of work, the submittal shall include geographical information systems compatible with Arc View GIS 8.1, complete with relational databases, photographs, graphics, illustrations, metadata, and directions for use (see Attachment J-4).

6.5 Report Format

All “hard copy” deliverables shall be printed double sided unless otherwise specified. Submittals shall consist of 8½” by 11” pages with all drawings folded, if necessary, to this size. All pages shall be numbered and of adequate legible quality suitable for reproduction. The report shall be arranged as described in Section J-5. All “electronic copy” deliverables shall be stored in electronic media (CD-R or DVD-R is preferable). All data gathered during the

field surveys must be consistent with guidelines provided in Attachment J-4, and must be submitted with metadata and projection files.

7.0 CONTRACTOR QUALITY CONTROL

Contractor performed inspections are independent of those performed by the Government. The Contractor shall perform the inspections prior to requesting acceptance of the work by the Government and shall provide logs which document each weekly or daily inspection, including, but not limited to, comments concerning problems and solutions, task and personnel, project progress, and reviewing and editing efforts. The Contractor will provide the Government access to the logs upon request at any time during the course of a Task Order and the Contractor shall deliver them within five (5) working days of the request. The Contractor's Project Director and the quality control (QC) inspector shall attend pre-performance meetings. The QC inspector shall also attend meetings with the Contracting Officer and other Government personnel to resolve quality considerations and problems that may arise in the course of the work.

SUMMARY OF CHANGES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

NATURAL RESOURCE MANAGEMENT SERVICES	N62742-15-R-1804
THROUGHOUT THE NAVAL FACILITIES ENGINEERING	EV22
COMMAND (NAVFAC) PACIFIC AREA OF RESPONSIBILITY	24 April 2015

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5.0 STIPULATIONS

SECTION C: WORK STATEMENT

1.0 GENERAL

1.1 General Requirements

The Contractor shall provide natural resources management services throughout the Naval Facilities Engineering Command (NAVFAC) Pacific area of responsibility (AOR), and other areas in the NAVFAC AOR worldwide as needed. The majority of the work is expected to occur in Hawaii, Guam, and the Commonwealth of the Northern Mariana Islands (CNMI). The Contractor shall provide all labor, transportation, tools, equipment, materials, supplies, supervision, coordination, and management necessary to provide natural resources management services within the NAVFAC Pacific AOR.

1.2 Laws regulations and Reference Documents

The Contractor shall execute each task order's request in compliance with all references in Attachment J-1 as applicable to each project. The contractor's personnel performing all contract services shall meet the minimum personnel qualifications described in Attachment J-2.

1.3 Regular Working Hours

The Government's regular working hours vary by activity and are normally between the hours of 7:00 a.m. and 4:30 p.m., Mondays through Fridays except Federal holidays and other days specifically designated by the Contracting Officer. Federal holidays are as follows: New Year's Day, Martin Luther King Jr. Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

2.0 GOVERNMENT FURNISHED DATA

Pertinent data in possession of or readily available to the Government, but not to the Contractor, which are needed and requested by the Contractor to perform the work, will be made available to the Contractor, subject to security requirements. The Contractor shall ensure a competent and knowledgeable staff is assigned to interpret and utilize the information furnished. Such data shall be returned to the Government no later than the completion of the task order or contract, as appropriate.

3.0 SPECIFIC TASKS

Natural resources management services required under this contract are tasks commonly associated with the monitoring, management, and protection of biological resources. Many of the tasks are a result from the issuance of permitting requirements or impact analysis within Endangered Species Act (ESA) Biological Opinions, National Environmental Policy Act (NEPA) documents, or the installation's Integrated Natural Resource Management Plan (INRMP). The INRMP is a planning tool and displays the military installation's base-wide conservation program.

The Contractor shall be responsible for obtaining any necessary state and federal permits to conduct the services required in the Task Order. Permits may include, but are not limited to, 10(a)(1)(A) permit(s) for threatened and endangered species. Copies of permit(s) shall be submitted to the Contracting Officer Representative (COR) and Installation's technical representative prior to initiating threatened/endangered species inventory/surveys or, as practicable, copies of permit(s) shall be provided with the submittal of the draft work plan.

Any data resulting from the confirmed observances of protected species must be summarized in a report and documented using GIS. Location of photo points, survey transect or trails (to ensure future repeatability and monitoring) and other significant natural resources should be recorded. Any noteworthy observances should also be documented, including existing ecological communities, significant pest species infestations, damages and human induced disturbance (graffiti, trash, or injuries). The Contractor will adhere to report writing and GIS stipulations.

3.1 Coordination Meetings

The Contractor shall conduct coordination meetings and prepare minutes for these meetings. Coordination meetings shall include, but not limited to, project kickoff meetings, team meetings, site visits and project report meetings. The contractor will contact the COR to coordinate and arrange meeting dates, venue, and agenda. The purpose of the

coordination meeting is to be a working-level meeting to exchange information and identify data needs, in addition to discuss the requirements contained in the SOW and obtaining copies of existing environmental planning documents to be referenced. The meetings also can requested to problem solve or fix coordination issues. Minutes shall include, but are not limited to, attendees, relevant discussion topics, decisions, and action items.

3.3 Avian Surveys

The Contractor shall conduct avian (bird) inventory/surveys. Surveys should be conducted no earlier than sunrise and no later than 11:00 a.m. local time. Only one observer shall be present in the survey area during a count, all other observers shall approach the strip transect with little disturbance to the birds as possible. Counts shall begin immediately when the observer reaches the station. Depending on the species being sampled, no attracting or calling devices shall be used. Bird detections should be based on visual or audible recognition. Avian inventory/surveys may include but are not limited to line transects, point counts, focused surveys, walking surveys and presence/absence. Line transect(s) shall be 200 meters long. Observations made along the path should be made within a 20m band along both sides of the path. The area covered by the meandering method shall be determined in coordination with the COR prior to field work or specified by the Task Order. Depending on the task order, surveys shall be replicated at pre determine time intervals. Point count stations should be posited no closer than 40 meters apart. Observations at the stations should be made within a circular radius. Positions of the point stations should be determined in coordination with the COR prior to initiation of field work. Depending on the task order, surveys shall be replicated at pre determine time intervals. The observer shall stand at each point count station for 10 minute duration, observing and recording all birds seen or heard. The observer shall assign a unique number to each point count station and take a location of the point count station using a GPS unit with at least 5-meter accuracy. The observer shall develop a standardized field data form to record the following: observer's name; name and number of point count station; date; start time (of ten minute monitoring duration); weather conditions (to include estimates of percent cloud cover, wind speed, and air temperature); avian species; number of individuals of each species; distance of each individual of each species from the observer.

Depending on the task order, avian surveys repots shall include the species of birds detected, species range, the locations of detection, roosting locations, and estimate of the population size. Also depending in the task order, the population numbers shall identify the number of breading pairs and number of nests.

3.3.1 Mist Netting

This task requires the use of delicate nylon or monofilament webbing stretched between a frame, structure, or held up by cords. Nets are set in promising flight paths, near fruiting plants, around nests, or anywhere birds/bats are likely to fly by. Depending if the target species is protected, a collection or banding permit may be needed by the regulatory agency. The level of effort will be determined by the individual task order. Mist netting shall include, at a minimum: Trapping of targeted species or list of species caught; Documentation of the trapping location including vegetation type, description of the area, and mapped location on topographic map; Data table of measurements including body size, body weight, and sex for each sample captured and band identifier assigned to the species.

3.3.2 Playback Counts

Positions of call stations should be determined in coordination with the COR prior to initiation of field work. The survey area shall be surveyed at a minimum of four times, with each visit at least one week apart, over a period not to exceed 12 weeks. Playbacks of birds should be less than 30 seconds with a long pause. Playback songs shall be played using portable amplified speakers two to three times every 100 meters along walking routes within the project area. Playbacks and listening should cease after 5 minutes.

3.4 Bats Surveys

The Contractor shall determine the presence or absence of bats and/or population(s) in the study area. Data of the bat detections may need to be analyzed for seasonal movement in elevational habitats. Visual and acoustic detections are acceptable methods depending on the species. For smaller bats that predominantly use echolocation to navigate, ultrasonic sound recording devices (example Anabat or SM2) should be used to detect bats. These detectors should be able to record sounds produced by bats to record calling and activity sounds. Locations of the bat detectors should be coordinated with the COR and based on landscape usage or specific locations. Specific location detections should be deployed for six months, with samples taken two times a month for 7 days, with one week between

sample periods. Surveys for bats over a large area should last for one year covering the four seasons (winter, spring, summer, and fall). Samples shall be taken bi-monthly, two times a month for 7 days, with one week between sample periods. The location of the detectors should be moved throughout the landscape in varying ecosystem types and altitude types to capture elevation migrations. The observer shall assign a unique number to each point count station and take a location of the point count station using a GPS unit with at least 5-meter accuracy. Bat detection stations shall be mapped on a topographic or areal image of the landscape following GIS requirement. The observer shall develop a standardized field data form to record the following: observer's name; name and number of point count station; date; start time (of ten minute monitoring duration); weather conditions (to include estimates of percent cloud cover, wind speed, and air temperature); bat species; number of individuals of each species; distance of each individual of each species from the observer. Detections by sound recorder should estimate: number of bats present, number of bat activity nights, type of activity, and number of nights per activity. Depending on the study, physical collection of bats may be required to collect data on sex, DNA, and life stage.

3.5 Insects Surveys

Insect surveys shall be performed to either census the total number of individuals and species within an area or to index the number of individuals and species in a representative subset of the census area, such that population trends can be identified through future subsequent population monitoring. Methods used to trap insects may include, but not limited to: barrier traps, bait traps, pitfall traps, pan traps, Lindgren or Berlese funnel traps, black light traps, sifters, separators, and extractors. Once captured, the contractor shall utilize diagnostic keys to identify the species of interest, as well as the frequency of discovery. The contractor shall maintain a reservoir of samples from the field, pinned or in buffer solution, and prior to contract completion, ship the reservoir of samples to the COR. The contractor shall complete identifications of those species, which couldn't be identified in the field. Sampling methods, areas of sampling, species discovered, and frequency of occurrence shall be reported by the contractor in final reporting.

3.6 Herpetological Surveys

The purpose of this task is to investigate the species composition of amphibians and reptiles in the survey area. This task would involve day and night surveys in terrestrial and aquatic areas for these species. Targeted species would include but not limited to: lizards, snakes, turtles, geckos, frogs, toads, and salamanders. This task may include estimating population numbers; collecting sample species; and identifying protected species. Varying survey techniques such as simple visual surveys, traps, glue board, or others best available scientific methods described in the task order will be needed. If a protected species is to be collected or disturbed, applicable Federal or territorial permit will need to be obtained.

3.7 Land Snail Surveys

The purpose of this task is to investigate the presence or absence of protected land mollusks. The task would involve day or night surveys. Targeted species would include but not limited to tree snails and ground snails. This task may include estimating population numbers; and identifying species. Varying survey techniques exist but visual surveys are the most commonly used. A specific method may be described in the task order. If a protected species is to be collected or disturbed, applicable Federal or territorial permit will need to be obtained.

3.8 Telemetry

This task involves tracking animals using transmitters and receiving devices to determine their location. Transmitter devices shall be physically attached to an animal or secured by a collar. Attached transmitters should be no greater than 5% of the animal's body weight. The Contractor will record the animal's movement by field radio receiver or remotely by satellite tracking depending on the task and amount of information required by the contract. The Contractor will process telemetry data to determine location of animal, location of groups of animals, and nesting sites.

3.9 Live Capture Trapping

This task involves capturing live animals to tag, measure, exterminate, or conduct other natural resources management activities. The Contractor will select traps based on the targeted wildlife, and purpose of capture. For example, Sherman traps and small cage traps will be used for rodents, and pen or larger traps will be used for ungulates and cats. Live traps should be checked within 24 hours of opening. Traps that are not needed should be closed or disabled. Humane standards to capture live animals will used in order to minimize the amount of stress for

the animal. The number of traps needed and number of trapping days will be determine by the specific Task Order and project area.

3.10Focused Botanical Surveys
The purpose of these surveys is to identify and document specific plants and plant community within the study area. This would involve field surveys to identify plants and create a catalog of species present. Rare or protected plants (defined as candidate, threatened, endangered, or species of concern) may exist in a study area that would need to be located for future monitoring and management. Inventory/surveys shall include an estimate of the number of individuals of rare or protected plants species, date and time the specimens were collected, common name, scientific name and family for each species listed. Observations of the species shall be made including; population boundaries; concentrations within those boundaries; approximate number of individuals; reproductive information; habitat factors; and associated species. The collection of rare or protected plants material may need to be performed in some cases. Collection types could be tissue, seed, cutting, plant, or seeds. All collection shall be done with Federal collection permits.

3.11 Vegetation Surveys
This task requires landscape surveys to identify common vegetation types and assigning them into different classes, as defined by the COR. This would be done through meandering field surveys, noting specific vegetation or analysis through remote sensing. These classifications should be mapped over a geographic area to demonstrate the vegetation cover type (an assemblage of species making up a cover type). Information illustrated on maps should display vegetation and land cover within the study area. Information for the vegetation maps could be from Landsat imagery or on the ground measurements. The area covered by vegetation classes may need to be calculated for measurements and land coverage area.

3.11.1 The Contractor shall conduct a general walking inventory/survey of the project area at least one time during the appropriate growing season to identify all plant species, sub-species or variety as appropriate in a biological or regulatory context. The Contractor shall establish transects and identify all native and non-native plants. If a species is not identifiable, the Contractor shall document the unknown species by collecting voucher specimens or photographs. The Contractor should make reasonable efforts to identify all plants to species. Vegetation communities shall be mapped using the most current aerial photographs available.

3.11.2 The Contractor shall prepare a written description (at both a general and site specific level) of the vegetation communities mapped during the inventory/surveys. The Contractor shall compile a detailed list of plant species found during the inventory/survey.

3.11.3 This work requires the identification and research for all appropriate collection, reports, notes of field sightings, scientific literature, and other secondary sources of records for plant species protected under Federal/State law in the study area. Using established protocols approved by the COR the biologist will record candidate, threatened or endangered, or species of concern noting species name (common and scientific), and listing status.

3.12 Vegetation Restoration
This task involves propagation of plants, followed by outplanting and monitoring. In the event seeds or potted plants are not possessed by a nursery, native plant seeds will be collected in the field. Germination and storage requirements shall be devised by the Contractor based on literature or nursery trials. Contractor shall germinate and rear young plants till suitable for planting. Upon completion of outplanting, the Contractor shall conduct plant husbandry tasks (watering, weeding, soil amendments). Other tasks may be further defined in the Task Order that pertains to this work. This task could also involve salvaging damaged or infested plants to a healthier state. The contractor shall assess what is causing harm to the plant, remove damages to the plant, and nurse the plant to grow on its own.

3.13 Plant Structure Stabilization
The purpose of this work is to provide a support structure for trees or plants that are falling over or are easily toppled by severe weather events. A certified arborist shall examine the current condition of the plant, propose the best support system, and install the structure. The stabilization structure could be, but not limited to support poles, guide

wires, ground anchors, or support frames. The *Serianthes nelsonii* tree of the Mariana Islands is a particularly prone to toppling during severe weather events and cable stabilization of these trees is needed.

3.14 Wetland Delineation Surveys
The Contractor shall conduct a field surveys/inventory of the project area defined under the Task Order to determine wetland presence. Prior to initiating the field effort, the Contractor shall examine relevant topographic maps, orthorectified aerial photographs, vegetation maps, maps of previously delineated wetlands and non-wetland waters of the U.S., state soil surveys, National Wetland Inventory Maps and U.S. Army Corps of Engineers (USACE) regulatory guidance letters to focus and plan delineation effort under the Task Order.

3.14.1 The Contractor shall evaluate all three parameters (soils, vegetation and hydrology) in the field see Attachment J-8. The determination of hydric/non-hydric soils shall be on the evaluation of soil samples. Vegetation samples shall be performed during the growing season at the time of year when vegetation is at its peak and when plants can be identified to species (or subspecies or variety, as appropriate). In a typical year, this will be from March through May, but will vary on weather conditions.

3.14.2 Specific Reporting Requirements (such as figures, photo-documentation, maps, including GIS generated graphics, etc.):

3.14.3 The Contractor shall prepare a figure which includes a photograph of each jurisdictional wetland (depicting the three parameters), isolated, ephemeral wetland, each jurisdictional non-wetland water of the U.S. or any other area with wetland features. Each photograph shall be accompanied by data indicating the following: type of wetland or water; location; drainage, wetland or upland area to which it corresponds; approximate size; the date the image was taken; the direction from which the image was taken; and any notable features, if applicable. Submittal information including date for submittal (or with Draft/Final Report), formatting requirements and number of copies shall be identified in the Task Order.

3.14.4 The Contractor shall prepare a GIS map depicting all wetlands and waters of the U.S. Submittal information including date for submittal (or with Draft/Final Report), formatting requirements and number of copies shall be identified within the individual Task Order.

3.14.5 The Contractor shall prepare written findings that include a map depicting potential wetlands and waters of the U.S. submittal information including date for submittal. Formatting requirements and number of copies shall be identified within the individual Task Order.

3.15 Wetland Restoration Planning
The Contractor shall develop wetland restoration strategies which may be implemented in the future to increase the biotic productivity of the wetland. Plans shall focus on wetland improvement measures which will increase the opportunities for endemic flora and fauna to increase in abundance. Plans written by the Contractor shall document historic anthropogenic disturbances in the watershed or wetland which have influenced improper wetland functions. A special emphasis should be placed on invasive species which have altered feeding webs, hydrological properties such as dissolved oxygen levels, eliminated proper nesting habitat, reduced cover from predators, or caused other perturbations to the wetland system. Plans shall identify the species benefiting from proposed implementation strategies. Also, any threatened and endangered species utilizing the system shall be identified in the document and implementation measures shall identify any positive or negative impacts which will affect such threatened and endangered species. All injurious invasive wetland plants shall be mapped using handheld GPS units during preliminary surveys. All required engineering data, such as bathymetric wetland parameters, shall also be collected during preliminary surveys given many implementation measures within a wetland restoration plan may require the removal of sediment, alteration of wetland course, or installation of impediments, which may displace water and cause temporary disturbance to the wetland during construction. Engineering specifications shall be included in the plan appendices and shall depict the intended location of construction in relation to major landmarks. Designs shall indicate the depth of sediment removal and the depth of the wetlands in question. Plans which call for sediment removal within a wetland must also address the presence or absence of contaminants within the system based on preliminary wetland surveys and or historical documentation. If sediment removal is a component of the wetland

restoration plan, contamination removal will be required in the plan. Plans shall include landscape designs depicting the intended location of outplantings, by species. Each landscape design shall denote the species intended for outplanting, in addition to proper spacing, and depth of planting. Monitoring systems shall also be included in plans in order to quantify changes in the wetland over time. Monitoring components shall include: metrics of interest, frequency of monitoring, level of effort and or manpower needed to complete monitoring, methods, selection of indicator species, and previous baseline population levels for such indicator species.

3.16 Wetland Restoration Implementation.
The Contractor shall execute wetland restoration plan components. Components may include invasive plant removal, sediment removal, installation of artificial islands, out planting noninvasive species, and herbicide application for control purposes.

3.16.1 Invasive Species Removal

The wetland restoration plan shall identify the treatment methods for target invasive plant/animal species. The contractor shall utilize the pre-determined prescriptions as guides for implementation. In the event the application of herbicides is required, the contractor shall ensure field staffs applying herbicides have state and Federal certifications required for the application of EPA approved herbicides. Contractor shall apply herbicides to target invasive using the allowable amount per EPA label. In the event the removal of invasive species via mechanical method is the prescription called out in the plan, the contractor shall procure equipment and qualified equipment technicians to remove target plants. In the event manual removal is the plan's preferred method of treatment, the contractor shall assemble a team of landscape crew to remove key invasive species by pulling, digging, or cutting invasive plants.
Wetland restoration plans will often dictate the usage of an EPA approved herbicide for controlling an injurious invasive plant species. The Contractor shall possess or obtain the necessary certification to apply aquatic approved herbicides. Area identified for treatment, in addition to frequency of treatment, and preferred herbicide shall be defined within the restoration plan.

3.16.2 Sediment Removal

Implementation involving the usage of heavy equipment shall require additional permitting, which shall already have been called out in the restoration plan. The contractor shall utilize the restoration plan to identify which permits are required, and populate permit applications with pertinent information required by the local and federal permitting application process. Contractor shall submit populated permit applications to COR for review and submission to the required local and federal government agencies, which typically includes the ACOE. Contractor shall utilize the engineering designs from the restoration plan to remove sediments from the wetland, in the amounts and locations depicted within the restoration plans engineering specifications and drawings.

3.16.3 Installation of Artificial Islands

In the event the restoration plan dictates the installation of artificial islands, the contractor shall engineer, transport and deploy artificial island or islands, to the identified location within the wetland. Anchoring and buoyancy devices shall be integrated into the artificial island such that movement does not occur.

3.16.4 Outplanting Native Species

The landscape design possessed within the Restoration Plan shall be followed by outplanting activities. Each native plant destined for outplanting into the wetland or wetland margin shall be properly shocked, or put through a "hardening off" process to ensure the plants can sustain life outside a nursery environment. Using the landscape design, the contractor shall remove plants from containers, insert into the ground, cover with soil amendments, and water. Additional care to the plants may be required under the specified task order.

3.17 Streams, Lakes, and Pond Assessment
This task involves the assessment of flowing bodies of water such as streams and rivers, and large standing bodies of water. The assessment would include a catalog of plants and animals discovered within the system. Additionally, bathymetric data for the system shall be obtained during field survey and depicted on report maps. Surveys shall include: electro shocking in conjunction with voluntary creel data to describe the number and relative abundance of fish species in the environment, vertical tow nets and traps to identify the planktonic composition of the system, and

water quality testing. Organisms captured during surveys shall be identified to species using diagnostic keys and the presence, prevalence, and distribution of species discovered shall be reported.

3.18 Ecological Reserve Areas (ERA)
The Contractor shall develop a nomination proposal to establish Ecological Reserve Areas (ERAs) within DoD property to enhance natural resources for biological integrity and multiple uses. An ERA is defined as an area dedicated primarily or exclusively for preserving example ecosystems and genetic diversity, while providing opportunities for scientific research and education. The contractor shall establish and maintain ERAs that have special natural areas that have characteristic or outstanding botanical, ecological, geological, and scientific features or processes.

3.19 Integrated Natural Resources Management Plan (INRMP)
The Contractor shall develop and prepare products that will be used to support the installation's INRMP update or revision. The Contractor shall prepare the INRMP to be used to support the environmental reviews of the installation's military projects and their compliance with all applicable Federal, State and Local statutes and regulations, and with DoD policies, instructions and guidance. The INRMP is to identify significant natural resources and include any recent studies on the resources and inventory of these resources. The INRMP will follow the Department of Defense instruction on preparing INRMPs (see Attachment J-3). Natural resources data shall be built in a geographical information system that includes maps, photographs, illustrations, references, data bases, and guidance text.

3.20 Regulatory Wildlife Assessments
The Contractor shall be responsible for measuring the impacts to natural resources from a land modification project. As part of this assessment, the planned construction or action will be described to include the project footprint and any environmental impacts that it might cause. Impacts can be in the form of clearing an area, significantly changing the use of the environment, increased activity at a site, or producing noise disturbances to an area. Any protected plant or animal within the project area would need to be mentioned in the assessment. Additionally, associated impacts to these species from the construction project would need to be mentioned and evaluated based on the level of disturbance. Minimization methods to reduce the impacts on the species need to be described or any mitigation actions that would take place to alleviate the amount of disturbance. This type of assessment could take the form of an Endangered Species Act Section 7 Biological Assessment (see Attachment J-7), Migratory Bird Treaty Act (MBTA) assessments and permit applications, and Coastal Zone Management Act (CZMA).

3.21 NEPA and Environmental Planning Studies
The Contractor shall provide environmental planning services in the preparation, updating and review of National Environmental Policy Act (NEPA) documents in support of natural resources management projects or actions. The NEPA documents include Record of Categorical Exclusion (RCE) and Environmental Assessment (EA). The primary tasks anticipated under this contract are the preparation, update, and review of RCE or EA. Secondary tasks may include related technical services as outlined in this statement of work, preparing or updating flora/fauna guides/plans, soils conservation studies, cultural resources studies, and environmental planning guides/brochures. Additionally, the contractor may be assigned ancillary work involving word processing, graphics, reproductions, manuscript editing, and other services related to NEPA documents under preparation by NAVFAC staff.

3.22 Invasive Species Management
The Contractor shall identify the treatment methods for target invasive plant/animal species occurring on DoD installations. The Contractor shall utilize literature and lessons learned from applied biologist in the region as it applies to identifying the most effective control or eradication tool for the target. All compound and delivery techniques shall abide by current EPA labels. Target species would include but not limited to: ungulates, weeds, grasses, fish, amphibians, reptiles, or insects. In the event the application of herbicides, rodenticides, or insecticides is required, the contractor shall ensure field staff applying products has State and Federal certifications required for the application of EPA approved herbicides. In the event the removal of invasive species via mechanical method is the preferred prescription, the contractor shall procure equipment and qualified equipment technicians to operate equipment.

3.22.1 Plants. Removal methods shall include but not limited to: backpack sprayers, girdle and swab, tree injections, spot spraying, granular applications, spray rigs, and hand removal.

3.22.2 Mammals. Removal methods shall include but not limited to: live traps (e.g. Sherman, Tomahawk, box traps, padded leg holds), kill traps (e.g. Victor, Good Nature Traps, and Conibears), contraception, and active removal (shooting).

3.22.3 Insects. Removal methods shall include but not limited to: fumigation, backpack sprayers, spot spraying, granular applications, spray rigs, and drenching.

3.23 Biosecurity

The Contractor shall evaluate military construction and training missions for invasive species incursion risk probabilities, in addition to identifying mitigation actions which can be taken to reduce such incursion risk. The Contractor shall utilize risk analysis tools such as the Hazard Analysis and Critical Control Point (HACCP) planning process to depict incursion risks and mitigation actions associated with a military action. HACCP plans shall utilize the level of detail as depicted by the attached (Attachment J-6). Other risk analysis and invasive species management guidance the contractor may prepare shall include: rapid response plans, pathway identification, and cost benefit analysis of different incursion mitigation. The contractor shall also place a focus on educational outreach about Biosecurity for the general public, contractors, active duty DoD members, civilians, and other workforce interacting with the DoD.

3.24 Invasive Species Fencing

This work involves the construction of wildlife barriers to exclude animals from protected area. The Contractor will construct fencing to exclude multiple species including but not limited to ungulates, cats, and brown tree snakes. The Contractor shall survey the proposed fence unit to determine the best placement for the fence across the landscape. The fence shall take advantage of natural barriers that keep unwanted species out. The contractor will prepare the site for construction of the fence removing vegetation or earth. The contractor will also develop and analyze the best strategy to integrate stormwater gates and culverts into the fencing system. The gates or culvers will allow major streams or drainage ways to cross the fence but still exclude animals. The task also includes the maintenance of the fence. Inspections of the fence should be conducted to identify and fix weak points in the fence that prevents it from functioning. This would include but not limited to fence gaps, material failure, vegetation overgrowth, and washouts.

3.25 Educational Outreach

Educational outreach tasks encompass a variety of outreach activities and resources designed to bring awareness to natural resources management stewardship and invasive species issues. Target audience may include but not limited to, the general public, contractors, active duty DoD members, civilians, and other workforce interacting with the DoD. The Contractor may be required to prepare web sites, information kiosks, trail signs, warning signs, information signs, brochures, guides, slides, posters, flyers, computer presentations, museum-type displays as well as others.

3.26 Fire Management Plan

The Contractor shall compose a wildland fire management plan. The purpose of this management plan will be to protect the public, communities, infrastructure, natural resources, and maintain ecological health. The management plan will lay out how fire management strategies and tactics will protect valued resources that are at-risk and provide the necessary tools to meet the resources and management goals and objectives. The fire management will be guided by the installation INRMP and resource management strategies. The goal of the Fire Management Plan is to restore and maintain fire's role as a dynamic natural process where it is beneficial, and prevent or suppress fire where it has the potential to damage resources.

3.27 Aerial Mapping and GIS Mapping

The contractor shall provide all equipment and service required to conduct aerial photographic surveys and mapping services to document significant natural resources including but not limited to jurisdictional wetland boundaries, endangered species locations or critical habitat, coastal areas of concern, vegetation community areas, and wildlife

management sites. Support services for photogrammetrically-derived mapping include: digital ortho-photography, survey crews for locating property boundaries, buildings and other infrastructure; RTK GPS / conventional survey crews to locate flagged positions of jurisdiction wetland boundaries, endangered species locations and other significant natural resource requiring survey-level accuracy of location for photogrammetric capture. The Contractor may also be required to develop Spatial Data Standard (SDS) compliant GIS vector data files of digitized planametric features captured from ortho photos, and convert AutoCADD files to SDS compliant datasets using ESRI compatible products (ArcGIS). See Attachment J-4 for additional GIS specifications.

3.28 Miscellaneous Natural Resources Services

The Contractor may be requested to provide miscellaneous natural resources planning, evaluation, management and related services that may be required of the DoD as a condition of complying with federal natural resources regulations and Navy natural resources policies. These services may include but are not limited to preparation of condition assessments, evaluations, engineering evaluations, maintenance plans, management plans for conservation areas, natural disaster preparedness planning database development, erosion surveys, baseline assessment surveys, sinkhole surveys, training programs and workshops and compliance assistance. Biological monitoring to ensure compliance with environmental laws, Terms and Conditions of Biological Opinions and avoidance, minimization and mitigation measures included in relevant NEPA documents, Biological Assessments and Storm Water Prevention Plans. Miscellaneous natural resource services tasks encompass a variety of support services designed to augment natural resource studies and assessments that support the management and stewardship of natural resources.

8.0 PROFESSIONAL STANDARDS AND PROCEDURES

All aspects of work under the contract shall conform to prevailing professional standards and procedures, which include, but are not limited to the following:

Geographical Information Systems (GIS). Tasks involving GIS should be done using ERSI Arc View Version 10.1 or higher. The resulting product shall be in a format that allows the layering and linking of all geographically associated data into a CD ROM format and includes all databases (GPS, site numbers, descriptions, analyses, etc.), maps, plan views, profiles, photographs, reference materials, text, geographically referenced aerial photographs, topographic maps, metadata, shape files, polygons, and other documentation, such as user's and technical manuals, data dictionaries, etc., as needed to fully understand the content of the GIS. Digital geographic maps and the related data sets shall be delivered in the following format describe in Attachment J-4.

8.1 All data collected shall be recorded in a legible and accessible manner and stored in a relational data base program.

8.2 Each Task Order under the contract shall be executed and its results reported in an objective and dispassionate manner clearly delineating fact and opinions. Interpretations of, and inferences from data along with assumptions, premises, and reasoning used shall be clearly and explicitly stated. Technical terms shall be used in a way that is consistent with current usage in the professional literature or shall be explicitly defined when introduced in the report.

8.3 Personnel employed under the contract shall meet the requirements presented in Attachment J-2, Minimum Personnel Requirements.

8.4 Statistical methods and programs shall be cited and described and data used to derive statistics that appear in the report shall be included as an appendix so that the results can be replicated.

8.5 Electronic Graphics: Maps, graphics, and drawings shall be of professional quality and incorporated into the hard copy report and electronic deliverable, as required by each task order. The program used to generate these products shall be compatible with Government systems, and products shall be submitted in a manner that enables the Government to reproduce and manipulate the contents. Photographs must be of good quality (minimum resolution of 300 dots per inch (dpi) to be used for identification of species. If the Contractor is not able to obtain good quality photographs of the species in the field during surveys, photographs of that species may be obtained from other sources. In that case, the Contractor must allow the Government to make hard and/or electronic copies of the

photographs for non-commercial use in future. Latitude/longitude coordinates and maps of all surveyed locations shall be included in the Draft and Final reports.

9.0 STIPULATIONS

9.1 The information developed, gathered or assembled in fulfillment of the requirements of the contract shall not be released in any fashion, verbal or written, by the Contractor, their associates, the subcontractors or their associates, without prior approval of the Contracting Officer or designated technical representative.

9.2 The distribution of any material, data, or reports collected or prepared in the execution of the contract tasks is limited to U.S. Government agencies and contractors under contract to the U.S. Government. Requests for any material, data, or reports, including reports for distribution to Contractor employees, project participants, subcontractors, and associates, shall be referred to the Contracting Officer.

9.3 All materials generated by the contract are the property of the Government. All material generated and collected in the execution of the contract, including, but not limited to, field notes; photographic negatives, prints, and inventory; specimens; literature; and copies of all written, graphic, and archival material generated or collected can be requested by the Government. Submitting field copies may be required by Task Order unless otherwise advised by the Contracting Officer or designated technical representative.

9.4 The Contractor and subcontractors must take appropriate steps to preserve the confidentiality of work assignments and shall exercise care to avoid information from becoming accessible to unauthorized persons. All discussions or consultations with outside governmental agencies or nongovernmental organizations will be coordinated by the designated technical representative unless otherwise directed in individual task order scopes of work.

9.5 Any request to publish information, either entirely or partially shall be delivered to the COR prior to the submittal of any manuscript to publishing company. Permission must first be granted by the Government.

9.6 Task Orders may require Contractor and subcontractor personnel to visit military areas. Personnel assigned to the project must be able to qualify for access to military areas after appropriate security checks are made. All personnel shall abide by prevailing security requirements during visits to such military property and shall obtain the required permits and passes in a timely manner. The Contractor shall provide the Contracting Officer with a list of personnel and their social security numbers in order to allow the Government adequate time to obtain security clearance.

9.7 The Contractor shall be responsible for the professional and technical accuracy and coordination of all data, reports and other work or materials furnished by the Contractor or the subcontractors under the contract. All errors or deficiencies in assigned work attributable to the Contractor or the subcontractors shall be corrected by the Contractor at no cost to the Government within a reasonable time after discovery.

9.8 Oral reports shall be provided to describe progress upon request during the fieldwork and in the event of unusual or unexpected results. In addition, the Contracting Officer or designated technical representative shall be kept informed of progress and problems encountered by the Contractor. The Contractor shall designate an individual who will serve as the point of contact and will be directly responsible for all matters pertaining to the contract. The Contractor upon prior notification and approval of the Contracting Officer or designated technical representative may make direct contacts with other commands and military activities. A brief summary of each contact (oral or written) shall be provided to the Contracting Officer or designated technical representative within one week after the contact is made.

9.9 The Contracting Officer or designated technical representative shall make field and laboratory inspections and request oral status reports at any time during the course of Task Order. The Contractor shall oblige the Contracting Officer or designated technical representative making the inspection.

9.10 Electronic deliverables shall not be password protected.

9.11 Fieldwork at Potential or Known Hazardous Waste Sites

This contract may occasionally be used at sites with known or suspected contaminants. The fieldwork associated with this task may include monitoring, surveying, and subsurface testing at locations suspected or known to contain toxic substances (such as lead, petroleum, PCBs or Munitions and Explosives of Concern) exceeding Federal standards. It is expected that only a small portion of the total project sites will contain toxic substances. Prior to commencing work in locations with the potential to contain munitions or any material or item with the potential to explode, the contractor shall develop and implement a specific plan in order to assure hazards are identified and appropriate precautions take place in order to avoid preventable mishaps. Munitions may include unexploded ordnance (UXO), munitions and explosives of concern (MEC), and material potentially presenting an explosive hazard (MPPEH). For sites where munitions are known or suspected, the Contractor will follow NAVSEA OP5 Volume 1 (series) and NOSSAINST 8020.15D (or latest revision). A Site Safety and Health Plan (SSHP) shall include standard operating procedures for the discovery and avoidance of unexploded ordnance (UXO) during field work following guidelines provided in the most current Explosive Safety Submittal (ESS). The Contractor shall have available either on staff or through the use of a sub-consultant who have had Installation Restoration Health and Safety training (in conformance with 29 CFR 1910.120(e)(1)) and maintain current certification in this training throughout the duration of this contract. Additional training and certifications may also be required for specific Task Orders. The fieldwork and reporting requirements will be the same as those identified in the appropriate task descriptions, except where safety and logistical concerns make them unsafe or inappropriate.

10.0CONTRACTOR SUBMITTALS

The standard computing software is Microsoft Office 2010. All documents including the final report shall be provided in Microsoft Word 2010 format and Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2010 format. Unless otherwise noted, all submittals shall be generated in English language. Documents shall follow the format in Appendix J-5.

10.1 Survey Plan or Work Plan

Electronic copy of the Draft Work Plan (DWP) shall be delivered to the COR (via email) for Government review and comment within 21days from the date of award of Task Order. The DWP shall have proper pagination on all pages, and every line of each page shall have been numbered and be properly reviewed for QA/QC. The Contractor may proceed with work once the Governments comments have been addressed and the final work plan has received approval from the Government. The Work Plan (WP) shall include items describe in Attachment J-5.

10.2 Monthly Progress Report

The Contractor will submit Progress Reports (PR) and oral briefings to the designated technical representative for each active task order before invoicing. The purpose of these reports and briefings is to provide sufficient information to the Government to show that the work is being performed on schedule and according to the Scope of Work. The nature of these reports and briefings and the method of submittal will be determined for each Task Order.

10.3 Draft Survey Report

The Contractor shall produce and submit the Draft Survey Report to the COR within 15 calendar days after completion of the field survey unless stated otherwise in the task order. The report shall contain at least items (1) thru (9) of the report format (see Attachment J-5) and maps of survey sites. Information that can be used to develop effective conservation/management plans for protected species must be included in the report. As part of the summary, the Contractor shall provide maps depicting the project area, location of investigations, and location of resources (if applicable). If stipulated in the task order, the submittal shall include geographical information systems compatible with ESRI Arc View GIS. Three (3) hard copies and three (3) electronic copies are required unless specified in the task order. The digital maps, related data, and text documents shall be included in the electronic copies.

10.4 Final Survey Report

The Final Report shall incorporate all Government review comments for the Draft Report, and shall be submitted to the Contracting Officer or designated technical representative within 30 calendar days after receipt of the review comments or otherwise stated in the task order. The Contractor shall submit hard copies and electronic copies of the report in accordance with Section J-5, with illustrations and graphics in the quantity specified in the Task Order. If

stipulated in the scope of work, the submittal shall include geographical information systems compatible with Arc View GIS 8.1, complete with relational databases, photographs, graphics, illustrations, metadata, and directions for use (see Attachment J-4).

10.5 Report Format

All “hard copy” deliverables shall be printed double sided unless otherwise specified. Submittals shall consist of 8½” by 11” pages with all drawings folded, if necessary, to this size. All pages shall be numbered and of adequate legible quality suitable for reproduction. The report shall be arranged as described in Section J-5. All “electronic copy” deliverables shall be stored in electronic media (CD-R or DVD-R is preferable). All data gathered during the field surveys must be consistent with guidelines provided in Attachment J-4, and must be submitted with metadata and projection files.

11.0 CONTRACTOR QUALITY CONTROL

Contractor performed inspections are independent of those performed by the Government. The Contractor shall perform the inspections prior to requesting acceptance of the work by the Government and shall provide logs which document each weekly or daily inspection, including, but not limited to, comments concerning problems and solutions, task and personnel, project progress, and reviewing and editing efforts. The Contractor will provide the Government access to the logs upon request at any time during the course of a Task Order and the Contractor shall deliver them within five (5) working days of the request. The Contractor's Project Director and the quality control (QC) inspector shall attend pre-performance meetings. The QC inspector shall also attend meetings with the Contracting Officer and other Government personnel to resolve quality considerations and problems that may arise in the course of the work.

SECTION I - CONTRACT CLAUSES

The following have been modified:

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than $3,000 , the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of $9,000,000;

(2) Any order for a combination of items in excess of 9,000,000; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within three days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

(End of Summary of Changes)