

**ANNOUNCEMENT NO. N40080-24-2-0002**

**NAVAL FACILITIES ENGINEERING COMMAND WASHINGTON**

**PROPOSED STRATEGY FOR A COOPERATIVE AGREEMENT**

**For**

**NAVAL SUPPORT FACILITY INDIAN HEAD**

**STREAM RESTORATION IMPLEMENTATION**

**DATED 30 MAY 2024**

This publication constitutes an announcement as contemplated in the DoD Grants and Agreement Regulations (DODGARS) 22.315. Additional information regarding this announcement will not be issued.

The issuing office will not issue paper copies of this announcement. The Naval Facilities Engineering Command Washington reserves the right to select and fund for award one proposal in response to this announcement. No funding shall be provided for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this announcement will not be returned. All proposals will be treated as sensitive information. Their contents will only be disclosed for the purposes of evaluation.

It is anticipated that award will take the form of a Cooperative Agreement. Therefore, all proposals submitted as a result of this announcement will fall under the purview of (a) the Federal statute authorizing this award, or any other Federal statutes directly affecting the performance of this Cooperative Agreement and (b) Department of Defense Grants and Agreements Regulations (DODGARS).

## FULL TEXT OF ANNOUNCEMENT

### I. Funding Opportunity Description

#### **Technical:**

Naval Facilities Engineering Command, Washington  
1314 Harwood Street, SE  
Building 212, Washington Navy Yard  
Washington, DC 20374-5018

#### **Issuing Grants Office:**

Naval Facilities Engineering Command, Washington  
1314 Harwood Street, SE  
Building 212, Washington Navy Yard  
Washington, DC 20374-5018

#### **1. Program Name**

Environmental Restoration

#### **2. Opportunity Title**

Naval Support Facility Indian Stream Restoration Implementation

#### **3. Announcement Number**

N40080-24-2-0002

#### **4. Response Date**

Full proposals are due no later than 2:00pm EDT on 27 June 2024.

#### **5. Opportunity Description**

##### a. Background/Program Purpose and Plan

Naval Support Facility Indian Head (NSFIH) is located in northwestern Charles County, Maryland, approximately 25 miles southwest of Washington, DC. Naval Support Facility Indian Head is a Navy facility consisting of the Main Installation on Cornwallis Neck Peninsula and the Stump Neck Annex on Stump Neck Peninsula. The Main Installation encompasses approximately 2,500 acres and is bounded by the Potomac River to the northwest, west, and south; Mattawoman Creek to the south and east; and the town of Indian Head to the northeast.

Included as part of the Main Installation are Marsh Island and Thoroughfare Island, which are located in Mattawoman Creek. NSFIH was established in 1890 and is the Navy's oldest continuously operating ordnance station. At various times during its operation, the installation has served as a gun and armor proving ground, a powder factory, a propellant plant, and a research facility. Stump Neck Annex, which was acquired in 1901, provided a safety buffer for testing larger naval guns that were tested by firing projectiles into the Potomac River, and at Stump Neck. The production of gunpowder and development of new explosives during the onset of World War II resulted in the construction of several new

facilities at Indian Head, as well as the construction of Route 210 as a Defense Access Road in 1943. Development and improvements at Indian Head continued throughout the 1950s and 1960s, and in 1966, the installation was renamed the Naval Ordnance Station. (Navy, 2023).

NSFIH is under the host command of Naval Support Activity South Potomac, which is responsible for providing shore installation management for NSFIH. Today, NSFIH is home to six major commands. The military community on board the installation represents a diverse and strategically important mix of research and development activities, alongside operational support programs that are protecting the U.S. homeland from terrorist threats as well as serving U.S. Navy, Marine Corps, Air Force and Army forces deployed worldwide on a daily basis.

The purpose of the Agreement is to restore a total of 450 linear feet in two separate reaches with measures to provide structural repair and erosion prevention strategies along the indicated stream at NSFIH. The work shall include all necessary measures to meet the stream restoration efforts to reduce erosion and Nonpoint Source (NPS) pollution. These measures will include installing stream erosion control measures through living shoreline, bolder toe, gabion removal, native plantings, and supporting measures to reduce shoreline erosion. This project will already have all the necessary designs and permitting in place. The Cooperator shall abide by the permits issued by Charles County, the State of Maryland, the US Army Corps of Engineers, and any others.

Lastly, the proposed project will help reduce erosion and help improve water quality by helping to filter pollutants, sediment, and excess nutrients from runoff before it reaches the Potomac River and then the Chesapeake Bay. The main stem of the Chesapeake Bay is identified as "impaired" under the Clean Water Act. Maryland's Phase III Watershed Implementation Plan (WIP) is part of the Chesapeake Clean Water Blueprint and Chesapeake Bay Watershed Agreement to achieve clean-up goals for the Chesapeake Bay by 2025. The WIP provides the road map and accountability framework to steer the State toward cleaner local streams and a healthier Chesapeake Bay.

The work under this Cooperative Agreement will contribute to the conservation of the grounds per the Sikes Improvement Act (16 U.S.C. § 670 et seq.) This project will be of benefit to the general public and NSFIH in that it will protect assets and infrastructure and restore stream resources and contribute to overall stream resiliency and contribute to the improvement of water quality within the Bay's watershed. The health of the Chesapeake Bay and its overall ecological integrity are dependent on the health of its shorelines. Executive Order 13508 "Chesapeake Bay Protection and Restoration", the Soil and Water Conservation Act, and OPNAVINST 5090.1E require the protection of soil and water resources on Navy lands. It is Department of Defense (DoD) policy that installations restore or rehabilitate altered or degraded landscapes and associated habitats to promote native ecosystems and land sustainability. Furthermore, in 1984, the DoD signed a

Memorandum of Understanding (MOU) with EPA to establish partnerships between federal agencies and the Chesapeake Bay Program to formalize their involvement in the bay restoration effort. As a DoD installation located in the Chesapeake Bay watershed, NSFIIH plays a role in DoD's agreements to protect and restore the living resources of the bay, such as the 1994 Agreement of Federal Agencies on Ecosystem Management in the Chesapeake Bay.

The Scope of Work is provided as **Attachment A - FY24 NSFIIH Stream Restoration SOW**. The following are provided as attachments to the Scope of Work: **Attachment B.1 – NSFIIH Stream Design Report; Attachment B.2 NSFIIH Stream Restoration 30% Design Plans**.

## **6. Sources of Funding**

Operations & Maintenance (O&M)

## **7. Budget: \$760,000**

Estimated total of the Base Award: \$591,254

Estimated total for Options: \$464,169

## **8. Point of Contact**

Questions shall be directed to the individual, as specified below, who will direct technical questions to the appropriate technical representative.

### Contract Specialist

Maureen Falaschi  
NAVFAC Washington  
1314 Harwood Street, SE  
Bldg. 212  
Washington Navy Yard, DC 20374  
Telephone: (757) 377-0469  
Email: [maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil)

### Technical Point of Contact (TPOC)

Calle Biles  
NAVFAC Washington  
1314 Harwood Street, SE  
Bldg. 212  
Washington Navy Yard, DC 20374  
Telephone: (571) 356-7241  
Email: [calle.y.biles.civ@us.navy.mil](mailto:calle.y.biles.civ@us.navy.mil)

### Station Point of Contact (SPOC)

The SPOC for this Cooperative Agreement will be named by the TPOC after Cooperative Agreement Award (CAA).

## 9. Instrument Type

It is anticipated that the award resulting from this announcement will be a cooperative agreement.

## 10. Additional Information

This announcement is soliciting proposals for Fiscal Year 2024

## 11. Site Visit

- a. An organized site visit has been scheduled for:

**Monday, June 10<sup>th</sup> at 9:30am EDT**

- b. Participants will be meeting at:

Just before the crossroads between Aroma Drive and Torrence Road, Main side of Indian Head (38.601861, -77.176597). The attached Site Visit Screenshot depicts where participants can park. The blue circles are where parking is, and the yellow line is the bridge that crosses the stream.

***\*Please submit a list of attendees who plan to participate in the site visit. All personnel that do not have a CAC MUST complete SECNAV Form 5512/1 and send to Calle Biles ([calle.y.biles.civ@us.navy.mil](mailto:calle.y.biles.civ@us.navy.mil)) and Maureen Falaschi ([maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil)) at least 1 week prior to the site visit, no later than 3 June 2024.***

## 12. Requests for Information (RFIs)

All inquiries must be submitted in writing and received by the Contract Specialist by **10:00AM EDT on 17 June 2024** in order to permit adequate time to reply to the inquiry. Questions submitted after this date will be answered at the Government's discretion. Submit all questions to [maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil).

Use of the RFI Log template is required. A blank RFI Log is provided as Attachment C. Individual replies will not be made to offerors. As answers become available, replies to RFIs will be provided via the RFI Log, which will be uploaded to the Grants.gov website. Numerous updated RFI logs may be provided throughout the procurement process.

## II. Award Information

### 1. Anticipated Award Information

Fiscal Year 2024

### 2. Number of Awards

One (1) Award

### 3. Award Type

Cooperative Agreement

### 4. Anticipated Period of Performance

The base period of performance is 18 months from the date of CAA. The period of performance for Options 1-3 (if exercised), is 54 months; providing for a total period of performance of 72 months if all options are exercised.

### **5. Range of Approval/Disapproval Time**

Form proposals are reviewed and selected within three months from submission. Subsequent awards are usually made within four months from notification. This information is only an approximate estimate and does not obligate the U.S. Government in any way. Estimated funding amounts may increase or decrease at any time based on current and future appropriations.

## **III. Eligibility Information**

### **1. Eligible Offerors**

All responsible sources from academia, industry, and non-governmental organizations may submit proposal under this announcement. This includes all non-profits, universities, state and local governments. For-profit organizations are not eligible.

### **2. Cost Sharing or Matching**

Cost sharing [ ] is or [X] is not required.

## **IV. Proposal and Submission Information**

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

Proposal packages can be obtained electronically at Grants.gov as detailed below or by contacting the individual listed in Section VII Agency Contact(s).

Proposal forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants", and then select "Download Grant Application Package". Enter the CFDA or the funding opportunity number.

NOTE: You will not be able to download the Application Package unless you have installed Adobe Acrobat Reader. Adobe Reader is available for free to download from the Download Software page [http://grants.gov/help/download\\_software.jsp](http://grants.gov/help/download_software.jsp).

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

Offerors must submit proposals electronically to [maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil). The offeror shall complete the mandatory and optional forms by accessing the forms as noted in IV, 1 "Address to Request Application Package". Ultimately, it is the offeror's responsibility to ensure timely proposal submission and confirm receipt of all electronic submissions with Navy point of contact.

**Completion of SF-424 Fields First.** The Adobe Reader forms are designed to fill in common required fields such as the offeror name and address, Entity Identifier number, etc., on all Adobe Reader forms. **To trigger this feature, an offeror must complete the**

**SF-424 information first.** Once it is completed the information will transfer to the other forms.

**a. SF-424, Application for Federal Assistance.**

Offerors must submit the appropriate Standard Form-424, Application for Federal Assistance. All of the required proposal forms are available on the “Packages” tab of this Funding Opportunity on Grants.gov. The SF-424, Application for Federal Assistance, must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” under Factor 3:Cost in Section V below).

**b. Proposal**

Offerors are required to submit a proposal which will be the primary basis on which NAVFAC Washington will determine the capability of the offeror to perform this work. The technical portion of the proposal, Volume I Technical, must be no longer than 25 pages, with a font size no smaller than 11-point and have at least one (1) inch margins on all sides. The 25-page limit includes all text, figures, references, and vitae, but does not include Volume II Budget details and narrative.

The project proposal shall be specific, complete, thorough, clear and concise, and must address each requirement stated in this Section. The proposal shall not merely offer to comply with the Government's requirements by simply restating them but shall specifically describe the means of accomplishment.

Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective narrative are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper or bindings, and expensive visual or other presentation aids (with the exception of technical drawings and figures) are neither necessary nor desired. The proposal shall contain all the pertinent information in sufficient detail in the one area of the proposal where it contributes most critically to the discussion. When necessary, the offeror shall refer to the initial discussion and identify its location within its proposal.

Overall Arrangement of the proposal shall consist of the following:

- i. Volume I Technical
  1. Factor #1 Key Personnel
  2. Factor #2 Specialized Experience
- ii. Volume II Budget
  1. Factor #3 Cost

### 3. Submission Dates and Times

Significant Dates and Times		
Event	Date	Time
Full Proposals Due	6/27/2024	2:00pm EDT
Notification of Selection for Award	9/15/2024*	2:00pm EDT
Start Date of Grant	9/15/2024*	2:00pm EDT

**\*These dates are estimates as of the date of this announcement.**

#### **For proposals submitted through Grants.gov and handling of late proposals:**

After a proposal is submitted through Grants.gov, the Authorized Organization Representative (AOR) will receive a series of three e-mails. It is extremely important that the AOR watch for and save each of the e-mails. You will know that your proposal has reached NAVFAC Washington when the AOR receives e-mail Number 3. You will need the Submission Receipt Number (e-mail Number 1) to track a submission. The three e-mails are:

**Number 1** – The offeror will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp for the submission.

**Number 2** – The offeror will receive an e-mail indicating that the proposal has been validated by Grants.gov within a few hours of submission. (This means that all of the required fields have been completed.)

**Number 3** – The third notice is an acknowledgment of receipt in e-mail form from the designated agency within ten days from the proposal due date. For proposals the e-mail is sent to the authorized representative for the institution. The e-mail for proposals notes that the proposal has been received and provides the assigned tracking number.

OPTION 1 - Any proposal submitted through Grants.gov where the time and date for submission (e-mail Number #1) is after the deadline for proposal submission in Section IV.3, will be late and will not be evaluated unless the Grants.gov website was not operational on the due date and was unable to receive the proposal submission. If this occurs, the time specified for the receipt of proposals through Grants.gov will be extended to the same time of the day specified in this ANNOUNCEMENT on the first workday on which the Grants.gov website is operational.

OPTION 2 - All proposals must be received by the due date and time established above. Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the proposal is successfully received by Grants.gov. The offeror will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their proposal. Offerors should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When NAVFAC Washington successfully retrieves the proposal from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the email address of the AOR. Proof of timely submission shall be the date and time that Grants.gov receives your proposal. Proposals

received by Grants.gov, after the established due date for the program will be considered late and will not be considered for funding by NAVFAC Washington. NAVFAC Washington suggests that offerors submit their proposals during the operating hours of the Grants.gov Contact Center, so that if there are questions concerning transmission, operators will be available to walk you through the process. Submitting your proposal during the Contact Center hours will also ensure that you have sufficient time for the proposal to complete its transmission prior to the proposal deadline. Offerors using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Contact Center reports that some offerors abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the proposal. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.

**Handling of late electronic submissions:**

PROPOSALS SUBMITTED IN RESPONSE TO THIS REQUEST FOR PROPOSAL MUST BE RECEIVED NO LATER THAN 2:00 PM EDT, 27 JUNE 2024.

Any proposal, modification, or revision, that is received at the designated Government office after the exact time specified for receipt of proposals is “late” and will not be considered unless it is received before award is made, the contracting officer determines that accepting the late proposal would not unduly delay the acquisition; and—(i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals.

**4. Unique Entity Identifier and System for Award Management (SAM)**

Each offeror (unless an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to:

- a. Be registered in SAM before submitting its proposal;
- b. Provide a valid unique entity identifier in its proposal; and
- c. Continue to maintain an active SAM registration with current information at all times during an active Federal award or a proposal or plan under consideration by a Federal awarding agency. The Federal awarding agency may not make a Federal award to an offeror until the offeror has complied with all applicable unique entity identifier and SAM requirements and, if an offeror has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the offeror is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another offeror.

**5. Single Audit Reporting Statement**

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the offeror’s fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit offerors must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

**6. Disclosure of Lobbying Activities**

Offerors must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Offerors must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than \$100,000 and the offeror has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the proposal or award. The SF- LLL form is available on the “Packages” tab of this Funding Opportunity on Grants.gov. See 43 CFR §18.100 for more information on when additional submission of this form is required.

**7. Offerors must submit the following documents and forms (CHECKLIST):**

<b>Form Name and Number</b>	
SF-424 Application for Federal Assistance, Signed (Required)	
Proposal (Required) - Volume I Technical - Volume II Budget	
Negotiated Indirect Cost Rate Agreement (NICRA) (when applicable)	
Single Audit Reporting Statement (when applicable)	
SF-LLL, Disclosure of Lobbying Activities (when applicable)	

**NOTE: Failure to provide complete information may cause delays, postponement, or rejection of the proposal.**

**8. Funding Restrictions**

Reimbursement of pre-award cost will [ ] or will not [X] be allowed.

**9. Other Submittal Requirements**

Choose ONE (1) submission method only. Proposals must be submitted electronically via Grants.gov **OR** direct email to [maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil).

**NOTE 1 - Registration Requirements for Grants.gov:** There are several one-time actions an organization must complete in order to submit a proposal through Grants.gov

(e.g., obtain an Entity Identifier number, register with the credential provider, and register with Grants.gov). See [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp) to begin this process. Offerors, who are not registered with Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

**Customer Support:** Questions relating to the registration process, system requirements, how a proposal form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). The Contact Center is open from 7:00 a.m. to 9:00 p.m. Eastern time, Monday through Friday, except federal holidays, to address Grants.gov technology issues. If you are experiencing difficulties with your submission it is best to call the customer support desk and get a case number. The case number will assist NAVFAC Washington with tracking your issue and provide background information on the issue.

**VERY IMPORTANT – Download Adobe Acrobat Reader:** Adobe Reader is available for free to download from the Download Software page [http://grants.gov/help/download\\_software.jsp](http://grants.gov/help/download_software.jsp).

## **V. Proposal Review Information**

In accordance with DoDGARS 22.315(c), an impartial peer review will be conducted. All proposals will be reviewed using the factors listed below.

### **1. Basis for Award**

The Government reserves the right to eliminate from consideration for award any or all offerors at any time prior to award of the cooperative agreement; to negotiate with offerors in the competitive range, and to award the cooperative agreement to the offeror submitting the proposal determined to represent the best value – the proposal most advantageous to the Government, price and other factors considered.

The Government intends to evaluate proposals and award a cooperative agreement without discussions with offerors (except clarifications). The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In addition, the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

The tradeoff process is selected as appropriate for this announcement. The Government considers it to be in its best interest to allow consideration of award to other than the lowest priced offeror or other than the highest technically rated offeror.

Technical factors (Factors 1 and 2) are approximately equal to each other. When combined, technical factors are approximately equal to Factor 3: Cost.

Any proposal found to have a deficiency in meeting the stated announcement requirements will be considered ineligible for award, unless the deficiency is corrected through discussions. Proposals may be found to have either a significant weakness or multiple weaknesses that impact either the individual factor rating or the overall rating for the proposal.

After listing submission strengths, weaknesses, significant weakness, and deficiencies, the Government will assign an adjectival rating of Outstanding, Good, Acceptable, Marginal, or Unacceptable to each technical factor which reflects the Government's confidence in each offeror's ability, as demonstrated in its submission, to perform the requirements stated in the Statement of Work (SOW). The adjectival ratings shall be assigned, using the following criteria:

<b>Adjectival Rating</b>	<b>Description</b>
Outstanding (O)	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
Good (G)	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
Acceptable (A)	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Marginal (M)	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable (U)	Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

The following definitions are provided:

**Strength:** An aspect of an offeror's proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

**Weakness:** A flaw in the proposal that increases the risk of unsuccessful contract performance.

**Significant Weakness:** A flaw that appreciably increases the risk of unsuccessful contract performance.

**Deficiency:** A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

**2. Evaluation Factors**—The Government will evaluate technical submissions in accordance with the evaluation factors described herein and award a cooperative agreement to the responsible offeror whose submission is determined to represent the best overall value to the Government. The evaluation factors for this action are:

- Factor 1: Key Personnel
- Factor 2: Specialized Experience
- Factor 3: Cost

### **Volume I Technical**

#### **Factor 1: Key Personnel**

- i. Solicitation Submittal Requirements:
  - a. Offerors shall submit three-page resumes for five (5) personnel anticipated to work on this project. The Government will only evaluate the first three (3) pages of a resume that exceeds three (3) pages in length. The Government will not consider any additional pages. Resumes shall include: education, technical skills, years of experience, professional certifications, and a description of work. Offerors shall provide a separate resume for each of the key personnel identified to work on the project. Key personnel are considered to be:
    - i. Project Principal: Person that is a principal, officer or senior manager of the Contractor with full and unlimited authority to represent the interest of the Contractor in all matters relating to the cooperative agreement. The Project Principal / Project Director shall be responsible for liaison between contract personnel and the Contracting Officer or NTR, and for maintaining a fully staffed and equipped work force. Cooperative Agreement negotiations shall be accomplished on a one-to-one basis between the Project Principal / Project Director and the Contracting Officer.

Must meet the following minimum requirements:

1. A Bachelor's Degree in environmental/natural sciences, historical sciences, or natural/cultural resource management; and
2. At least eight (8) years of full-time professional experience in natural/cultural resources management or environmental science; and
3. At least two (2) years of experience in a project principal capacity.

The Government may consider the following as strengths if all are met: A Master's Degree in environmental/natural sciences, historical sciences, or natural/cultural resource management; at least ten (10) years of full-time professional experience in natural/cultural resources management, or environmental science; AND at least five (5) years of experience in a project principal capacity.

- ii. Natural Resources Project Manager: The Natural Resources Project Manager coordinates the efforts of the other disciplines (including sub-contractors), ensuring timeliness, forecasting delays, etc. Additionally, this person will be the main point of contact for all required results and/or progress on projects.

Must meet the following minimum requirements:

1. A Bachelor's Degree in a natural resources-related subject; and
2. At least five (5) years of full-time professional experience in natural resources management, environmental science, or shoreline, stream, and wetlands restoration; and
3. At least one (1) year of experience in a project manager capacity.

The Government may consider the following as strengths if all are met: A Master's Degree in a natural resources-related subject; at least five (5) years of full-time professional experience in natural resources management, environmental science, or shoreline, stream, and wetlands restoration in the Mid-Atlantic Coastal Region; AND at least one (1) year of experience in a project manager capacity.

- iii. Ecologist: The Ecologist is a scientist or researcher whose field of study involves the relationships and interactions between organisms and their environment. The Ecologist will research and advise on the best approach to achieve the requirements of the project while minimizing impacts to species, natural environment, and seeks to protect/enhance the present flora, fauna, habitats and ecosystems over the course of the given project.

Must meet the following minimum requirements:

1. A Bachelor's Degree in botany, ecology, or forestry; and
2. At least five (5) years of full-time professional experience as an ecologist, botanist, or forester.

The Government may consider the following as strengths if all are met: A master's degree in botany, ecology, forestry, or soil science; AND At least five (5) years of full-time professional experience as an ecologist, botanist, or forester. One (1) year of professional experience may pertain to the Mid-Atlantic Coastal Region.

- iv. Environmental Engineer: The Environmental Engineer is an engineer who may prepare, review, update, and present design plans for environmental projects. The engineer may also provide reports on issues related to the environment, design systems that meet the requirements of the project scope while protecting and enhancing the environment. The engineer may also obtain, update,

and maintain plans, permits, and standard operating procedures, and provide technical support for environmental projects.

Must meet the following minimum requirements:

1. A bachelor's degree in environmental engineering or a related field such as civil engineering; and
2. At least five (5) years of full-time professional experience as an environmental or civil engineer in the Mid-Atlantic Coastal Region; and
3. Must be licensed as a professional engineer.
4. Must possess experience designing and preparing construction documents for shoreline restoration, stream restoration, and wetlands restoration.

The Government may consider the following as strengths if all are met: A master's degree in civil engineering, or environmental engineering; AND at least five (5) years of full-time professional experience as a licensed environmental/civil engineer in the Mid-Atlantic Coastal Region.

- v. Landscape Architect: The Landscape Architect is one who may design and plan outdoor spaces according to the requirements of each project. Landscape Architects advise on, plan, design and oversee the creation, regeneration and development of external areas such as forests, gardens, various habitats, restorations for shorelines/streams/wetlands, etc.

Must meet the following minimum requirements:

1. A bachelor's degree in landscape architecture; and
2. At least five (5) years of full-time professional experience in landscape architecture or landscape management.
3. Successfully passed the Landscape Architect Registration Examination (L.A.R.E.) as sponsored by the Council of Landscape Architectural Registration Boards
4. Must be a licensed as a Landscape Architect.
5. Experience designing and preparing construction documents for shoreline restoration, stream restoration, and wetlands restoration.

The Government may consider the following as strengths if all are met: A Master's degree in landscape architecture; AND At least five (5) years of full-time professional and licensed experience in landscape architecture or landscape management in the Mid-Atlantic Coastal Region.

Substitutions of proposed team members after proposal acceptance will not be allowed without Contracting Officer approval. Key Personnel substitutions must have equal to or better qualifications, experience, and performance.

- ii. Basis of Evaluation
  - a. The Government will evaluate the experience of key personnel submitted for this factor to assess the personnel's capability, education and experience to meet the requirements of the RFP. Personnel that demonstrate capability, education and experience in excess of the requirements may receive strength(s) and receive a higher rating.

**Factor 2: Specialized Experience**

- i. Definitions and qualifying information:
  - a. "Recent" is defined as those projects that have been completed within five years of the issuance date of this announcement.
  - b. "Relevant" pertains to the type of work that is completed by an offeror that is similar in Scope, Size, and Complexity.
  - c. "Scope" refers to work that includes shoreline stabilization/restoration and habitat creation/enhancement: surveying and design, Federal and State permitting, and implementation of shoreline work such as mobilization, construction, stabilization, planting and seeding, permit-required monitoring, and successfully establishing the intended stabilization/restoration features.
  - d. "Size" refers to projects with a minimum value of \$250,000
  - e. "Complexity" refers to concurrent projects in the Mid-Atlantic Coastal Region
  - f. "Projects" are defined as standalone contracts, cooperative agreements, grants, or specific task orders under an indefinite-delivery indefinite quantity (IDIQ) contract.
- ii. Solicitation Submittal Requirements
  - a. Using Attachment D Specialized Experience Questionnaire, provide references for a maximum of five (5), minimum of three (3), recent and relevant projects of similar size, scope and complexity to meet the minimum requirements of this announcement. References submitted shall be limited to two pages, per reference. If the offeror provides more than two (2) pages per reference, as required, the Government will only evaluate the offeror's first two (2) pages.
  - b. Projects that are not submitted on the mandatory Attachment D Specialized Experience Questionnaire will not be evaluated.
  - c. Must meet the following minimum requirements:
    - i. Of the submitted projects, at least two (2) must be stream restoration projects and the remaining projects may consist of shoreline restorations, wetlands restorations, and/or shoreline/stream/wetland habitat creation/enhancement efforts.
    - ii. Each project must demonstrate experience in at least three (3) aspects of a restoration project: surveying and design; Federal and

State permitting; implementation of designs (sediment and erosion control, construction, stabilization, planting and seeding, invasive species management, etc.); permit-required monitoring.

- d. An offeror may receive strengths for:
  - i. Demonstrating that a given project has covered all four (4) of the following aspects of a restoration project: surveying and design; Federal and State permitting; implementation of designs (sediment and erosion control, construction, stabilization, planting and seeding, invasive species management, etc.); permit-required monitoring.
  - ii. Providing three (3) or more stream restoration projects that demonstrate experience in at least three (3) aspects of a restoration project: surveying and design; Federal and State permitting; implementation of designs (sediment and erosion control, construction, stabilization, planting and seeding, invasive species management, etc.); permit-required monitoring.

iii. Basis of Evaluation

- a. The Government will evaluate this factor to assess the offeror’s experience and capability to perform the requirements of the RFP. An offeror that demonstrates recent and relevant project experience with shoreline, stream and wetland restorations and habitat creation/enhancement may receive strength(s) and receive a higher rating.

**Volume II Budget**

**Factor 3: Cost**

- i. Solicitation Submittal Requirements
  - a. Using Attachment E – FY24 NSFIIH Stream Restoration Template, submit all applicable Direct Labor, Support Subcontractors, ODCs, and Travel Costs associated with this announcement for all tasks (base and all options) in the “Contractor” columns.
  - b. Provide budget details and a narrative to present the breakdown of your estimated costs, by category, needed to accomplish project activities. Provide details using Microsoft Excel and include working formulas to substantiate how the SF-424 Budget Information and Object Class Category totals were determined. Also, describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR §200.407 “Prior written approval (prior approval)” for more information.

Budget items must be reasonable, allowable, allocable, and necessary to the supported activity. Refer to 2 CFR §200, for applicable administrative requirements and cost principles. The budget narrative submitted with the proposal must match the dollar amounts on all required forms. The budget details should include the following, if applicable:

- i. **Personnel (Direct Labor):** For personnel labor costs, detail the numbers of labor hours for each personnel labor category and identify the applicable labor rates. The source of labor rates shall be identified. If rates are estimated, please provide the historical data used and clearly identify all escalation rates applied to derive the proposed rates.
- ii. **Fringe Benefit Rates:** The source of the fringe benefit rate shall be identified.
- iii. **Travel:** Travel must be justified and related to the needs of the project. Identify the number of trips, destination, duration and purpose. Travel costs should be broken out by trip with number of travelers, airfare, per diem, lodging, etc.
- iv. **Materials/Equipment:** List all material/equipment items by type and kind with associated costs and advise if the costs are based on vendor quotes and/or engineering estimates; provide copies of vendor quotes and/or catalog pricing data. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.
- v. **Sub-recipient Costs:** Submit all sub-recipient/subrecipient proposals and analyses. If the sub-recipient or subrecipient will not submit cost information directly to the pass-through entity, this information must be submitted directly to the Government for analysis. For all sub-recipients/subrecipients, provide the method of selection used to determine the sub- recipient/subrecipient.
- vi. **Indirect Costs:** Identify the type of indirect rate proposed, the percentage and the total indirect cost amount. Provide a copy of the negotiated indirect rate agreement (NICRA) with cognizant audit agency for the offeror or the program, if applicable, to support the requested indirect rate(s). If the offeror does not currently hold a NICRA, describe the current status of the organization's request for such an agreement with its cognizant agency.

In accordance with 2 CFR §200.414(f), any non-Federal entity that has never received a NICRA, except for those non-Federal entities described in Appendix VII to 2 CFR §200, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

- vii. **Additional Budget Details:** Estimated costs must be documented in sufficient detail to determine reasonableness. Offerors must ensure that no Federal or non-Federal grant or cooperative

agreement funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee. ***Lump sum costs are not acceptable in any category, without a detailed breakdown of how the cost were derived. Profit or fees are not allowable.***

- c. Other: In accordance with Title 2 of the Code of Federal Regulations, non-Federal entities may not earn or keep any profit (or comparable fees) resulting from Federal Financial Assistance actions. Therefore, any offers that contain profit and/or fees will be excluded from consideration because the government cannot compensate for profit or fees on Federal Financial Assistance awards (i.e., Grants and Cooperative Agreements).

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

- ii. Basis of Evaluation

- a. The proposed costs for all tasks (base and options) will be evaluated by the following:
  - i. Comparison of proposed prices received in response to this announcement.
  - ii. Supporting documentation/rationale provided by the offeror.
  - iii. Comparison of proposed prices with available historical information.
  - iv. Comparison of market prices.
  - v. Comparison of proposed prices with the Independent Government Estimate (IGE).
- b. Cost is considered approximately equal to non-cost/price (technical) factors and will be evaluated for fairness and reasonableness, per OMB cost principles. If more than one (1) offer is rated as having equal non-cost factors, the lowest cost tender of the offers received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.

### **3. Review and Selection Process**

Selection decisions will be made by the Selection Official following an evaluation of proposal responses based on the criterion listed in this Section of the announcement. The proposal will be evaluated by the Contracting Officer. The proposals will be subject to a full review with due regard for conflict of interest and protection of information. Award will be made to the responsive, responsible offeror that conforms to the funding opportunity and is most advantageous to the Government considering the evaluation criterion.

Offerors who receive a rating of “Marginal” or “Unacceptable” in any factor is ineligible for award. Offerors who do not submit the proposal in accordance with the submission instructions are also ineligible for award. Results of the review will be summarized and presented to the selection official for final decisions.

## **VI. Award Administration Information**

### **1. Award Notices**

The notice of award addressed to the successful offeror and signed by the Grants Officer (or equivalent) will be forwarded via electronic transmission. Original copies of the Agreement will be enclosed for the successful offeror’s signature and return for the Grants Officer’s counter signature.

### **2. Administrative and National Policy Requirements**

The Terms and Conditions are posted as a separate document as Attachment A.

### **3. Reporting**

Reports/submittal information including frequency and means of submission are contained in the Statement of Work, posted as a separate document.

## **VII. Agency Contact(s)**

All questions relating to this announcement shall be referred to:

Contract Specialist

Maureen Falaschi

NAVFAC Washington

1314 Harwood Street, SE

Bldg. 212

Washington Navy Yard, DC 20374

Telephone: (757) 377-0469

Email: [maureen.e.falaschi.civ@us.navy.mil](mailto:maureen.e.falaschi.civ@us.navy.mil)

## **VIII. Other Information**

The cost of preparing proposals in response to this announcement is not considered an allowable direct charge to any award made under this funding opportunity. The Government is not obligated to make any award as a result of this announcement. Only the Grant Officer can bind the Government to the expenditure of funds.