



DEPARTMENT OF THE ARMY  
FORT WORTH DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 17300  
FORT WORTH, TX 76102-0300

July 29, 2023

**REQUEST FOR STATEMENT OF INTEREST  
W9126G-23-2-SOI-4043**

*Applicants must be a member in one of the following Cooperative Ecosystem Studies Units*

*Regions:*

Californian/Great Basin CESU Regions

**Project Title:** Cultural Resources Support for Edwards AFB, CA

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the of the recipient's CESU Master Agreement. Note the established CESU Program indirect rate is 17.5%.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$589,842.00** is expected to be available to support this project for the **base period**. Additional funding may be available in the amount of \$3,863,552.00 to the successful recipient for optional tasks and/or follow on work in subsequent years.

**NOTE:** This project will be awarded under the authority of 16 USC 670c-1, **Sikes Act**. For projects for the implementation and enforcement of integrated natural resources management plans, priority shall be given to award to Federal and State agencies having responsibility for the conservation or management of fish or wildlife.

**Period of Performance.** The base period of agreement will extend 18 months from date of award. There may be up to five (5) 12-month follow-on periods based on the availability of funds.

**Description of Anticipated Work:** See attached Statement of Objectives

**NOTE:** At this time we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

**Preparation of your Statement of Interest:** Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, Cage Code, Unique Entity ID, and Contact Information (Email)
2. Brief Statement of Qualifications (including):

- a. Biographical sketch of the Principal Investigator, to include specific experience and capabilities in areas related to this project's requirements
- b. Relevant past projects and clients with brief descriptions of these projects
- c. Staff, faculty or students available to work on this project and their areas of expertise
- d. Brief description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.)

**Submission of Your Statement of Interest**

1. Statements of Interest are due by 5:00 P.M., Central Time, on **29 August 2023**.
2. Submit your Statement of Interest via e-mail attachments or direct questions to:  
Sandy Justman  
Grants Specialist  
USACE, Fort Worth District  
Email: [Sandra.justman@usace.army.mil](mailto:Sandra.justman@usace.army.mil)  
Office: 817-913-8685  
David Leptien  
Project Manager  
USACE, Fort Worth District  
Email: [david.b.leptien@usace.army.mil](mailto:david.b.leptien@usace.army.mil)  
Office: 402-889-5570

**Review of Statements Received:** All statements of interest received from a member of the CESU Region(s) identified above will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives: offer the most highly qualified Principal Investigator, have the most relevant experience and the highest capability to successfully meet the program objectives. Submitters whose statements are determined to best meet the program objectives will be invited to submit a full proposal.

**Timeline for Review of Statements of Interest:** RSOI's are required to be posted on [www.Grants.gov](http://www.Grants.gov) for 30 days prior to the Government making a decision and requesting full proposals.

Thank you for your interest in our Cooperative Agreements Program.

ALICE AUSTIN  
Contracting Officer

Attachment: Statement of Objectives

**STATEMENT OF OBJECTIVES (SOO)**  
**CULTURAL RESOURCES SUPPORT ACTIVITIES**  
**EDWARDS AFB (EAFB), CALIFORNIA**

**Article III (D) of the Applicable Cooperative Ecosystems Studies Unit (CESU)**

**July 2023**

**1. PURPOSE**

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

1.2. The objective of the work to be performed under this agreement are to conduct cultural resource tasks on the federal lands belonging to Edwards Air Force Base (AFB), and to prepare reports detailing the results of this work for submission to the USACE Project Manager (PM), AFCEC Edwards Installation Support Section (ISS) POC, and Edwards Cultural Resource POC.

**2. AUTHORITY**

Authority to enter into a Cooperative Agreements (CA) for the work: Section 670c-1, Title 16 United States Code, Sikes Act.

2.1. In agreement with the above stated goals, the NFE agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the EAFB responsibilities pursuant to the National Historic Preservation Act (54 U.S.C. 300101 et seq.), Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), applicable implementing regulations, Army Regulations 200-1.

2.2. In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)

- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

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

The installation (hence DoD) further agrees to provide substantial involvement as directed under the appropriate master agreement to include, but not limited to, the following:

- EAFB and AFCEC Edwards ISS are involved in development of study methodology, data gathering, analysis, and/or report writing
- EAFB and AFCEC Edwards ISS are active participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- EAFB and AFCEC Edwards ISS incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. An example includes, but is not limited to, providing staff time to work on the project.

### 3. OBJECTIVE

Conduct tasks in accordance with this Statement of Objectives (SOO) and the CESU Master Agreement, as prioritized by AFCEC Edwards ISS and the respective base Cultural Resources Manager (CRM). Only work aligned with the original AF ACES programming and approved by the USACE Grants Officer Technical Representative (GOTR) should be completed as part of this task order (TO).

**Table 1. Tasks Summary**

<b>Task</b>	<b>Title</b>	<b>Section</b>
Task 1	FSPMA5323118, Survey / Inventory Update, Cultural Resources, Archaeology	3.1
Task 2	FSPMA53231117, Management, Cultural Sites	3.2

#### **Project Period of Performance:**

**Base Year:** Eighteen (18) months from the notice to proceed.

**Option Years:** Five (5) option periods at twelve (12) months each, subject to availability of funds.

**3.1 TASK 1: FSPMA5323118, Survey / Inventory Update, Cultural Resources, Archaeology:**

**Obtaining National Register of Historic Places (NRHP) Consensus Determinations for 20 Previously Studied, Pre-Columbian Archaeological Sites within Management Region 1**

**3.1.1 Background:**

Numerous archaeological excavation projects have occurred on Edwards AFB wherein a sufficient amount of data has been obtained to evaluate the eligibility of a pre-Columbian archaeological site for listing on the NRHP, but the federal agency eligibility determination was never presented to the SHPO for consensus determination. Under the terms of this task order, the Non-Federal Entity (NFE) shall prepare an evaluation report that will be submitted to the SHPO for the purposes of obtaining consensus determinations on NRHP eligibility for 20 previously-studied, pre-Columbian archaeological sites. This includes compiling documentation on previously-evaluated cultural resources; cutting and pasting, synthesizing, and/or reformatting narratives from previous reports into site-specific, stand-alone chapters with appendices as appropriate; updating site records onto California Department of Parks and Recreation (DPR) 523 forms as needed and completing site record updates as needed and appending the site record to the stand-alone chapter; appending provenience information logs and artifact catalogs to the stand alone chapter; summarizing NRHP eligibility for all four criteria; ensuring site boundaries are accurately depicted in the Edwards AFB Geographic Information System (GIS); digitizing all previous excavation units at a site as needed; filling in the data fields within the attribute table for the excavation units as needed; and compiling all 20 sites into a single document that includes an Executive Summary, Table of Contents, Introduction, Natural and Cultural Setting, Methods, and 20 chapters that each address a single cultural resource.

In the event that Management Region 1 does not contain 20 previously-studied, pre-Columbian archaeological sites that do not have consensus determinations, the NFE shall evaluate additional sites to bring the number up to 20. The additional sites shall be small, sparse, low-density lithic scatters that qualify for treatment under the OHP's California Archaeological Resource Identification and Data Acquisition Program (CARIDAP): Sparse Lithic Scatters (Jackson et al. 1988) (Attachment 1) and thus do not require any archaeological excavation or require minimal excavation that would not result in an artifact collection. Alternatively, the NFE shall evaluate small historical debris scatters that 412th TW cultural resources managers assume would yield a federal agency eligibility determination of not eligible. The NFE shall provide all personnel, resources, equipment, and supplies needed to successfully accomplish Task 1 as described below:

**3.1.2 Objectives:**

**A. Create a Master List for Management Region 1**

- i. The NFE shall prepare an Access Database and/or Excel spreadsheet of all sites located within Management Region 1 (MR-1) of Edwards AFB. (Edwards AFB's cultural resources are divided into 5 management regions.) The spreadsheet should include at

minimum columns for the site's National Register eligibility status or recommended eligibility determination, previous excavations or survey projects that have occurred, whether or not those previous projects constitute a sufficient level of effort to evaluate the eligibility of that site for listing on the National Register, if the site is recommended eligible for listing as a contributing element to an eligible historic district and should not be evaluated for individual listing, and any problems associated with the site or its documentation. The column for eligibility status shall have five standardized categories that can be filtered: (1) eligible by consensus, (2) ineligible by consensus, (3) recommended eligible, (4) recommended ineligible, and (5) unevaluated. The NFE is welcome to work with Edwards AFB GIS specialist Nicole Tautfest to develop a database query as a beginning step for developing this list.

- ii. The NFE will work with the Edwards AFB Cultural Resources Manager (CRM) to identify 20 prehistoric archaeological sites lacking consensus determination, but where a sufficient level of effort has been carried out to determine whether a site is eligible or ineligible for listing on the NRHP. Sites selected for synthesis and evaluation **as eligible** must have chronometric data and have had their artifacts analyzed and have an artifact catalog and be accessioned into the Edwards AFB curation facility. Sites selected for synthesis and evaluation **as ineligible** do not require chronometric data, do not need an artifact collection that has been fully analyzed, do not need an artifact catalog, and does not need to be accessioned into the Edwards AFB curation facility. However, if the ineligible site has those things, that is preferable.
- iii. The pre-Columbian archaeological sites selected for consensus determination shall not overlap any other pre-Columbian archaeological sites. If the NFE finds two sites that overlap, the NFE shall work with EAFB cultural resources managers to either figure out a way to separate the sites and move forward with obtaining consensus determination or combine the sites and move forward with obtaining consensus determination or to exclude both sites from the task at hand.
- iv. For any site selected for obtaining consensus determination that has an EAFB number and does not have a Primary number and a trinomial, the NFE shall submit updated site records on current DPR 523 forms to the appropriate Information Center of the California Historical Resources Information System (CHRIS) so the Information Center can assign the site a Primary number and trinomial.
- v. This list shall be finalized as an Excel file and submitted in electronic format.

## **B. Collect Documentation**

- i. For each site identified, the NFE will gather all necessary documentation needed to support an eligibility recommendation for each site.
- ii. The NFE should work with the Edwards AFB archaeologists to locate any pertinent documentation, but it shall be the responsibility of the NFE to retrieve and review all pertinent documentation.
- iii. The NFE will keep a list of all documents that were reviewed for each site. All documents used in making the National Register evaluation will be cited accordingly.

## **C. Synthesis and Evaluation**

- i. For the 20 sites chosen, the NFE will synthesize previous archaeological excavation projects and past National Register evaluations.

- ii. The NFE shall conduct a field visit to a site when documentation is unclear and/or some aspect of the site requires ground truthing.
- iii. The NFE consider the use of the [National Register Bulletin No. 15, How to Apply the National Register Criteria for Evaluation](#) as guidance.
- iv. The NFE shall evaluate each site using all four of the National Register criteria of significance and present a final recommendation on eligibility. **Eligibility recommendations should be defensible for all criteria as defined in 36 CFR Part 60.**
- v. To streamline the comment/review period, draft evaluations may be submitted in batches for review prior to being synthesized into a report.

#### D. Reporting

- i. Following completion of the synthesis and evaluations, the NFE shall prepare a technical report. For each site, the report shall contain the following:
  - o a discussion of methods used during field work, laboratory processing, and technical analyses;
  - o a map showing the location of all previous excavation units and whether or not each unit contained artifacts (changes to site boundaries must be approved by Edwards AFB prior to finalizing any report in with boundary changes are proposed). All previous excavation units at a site shall be georeferenced and have the attribute table populated for submittal to Edwards AFB GIS specialist Nicole Tautfest. All GIS data will be submitted in accordance with the *Edwards AFB Standards for GIS Deliveries* (March 2022) for the purposes of updating the relevant GIS Mission Data Sets;
  - o discussion of site structure, including the extent of any analytic units identified and, for eligible sites, contributing versus non-contributing areas within the site and areas needing further study as applicable;
  - o discussion of chronometric data as applicable;
  - o details of the cultural materials recovered from the site, including a list of artifact collection accession and catalog numbers as applicable;
  - o data interpretation as applicable;
  - o appropriate California Department of Parks and Recreation eligibility codes;
  - o appropriate DoD eligibility codes; and
  - o an unequivocal National Register eligibility recommendation (“potentially eligible” will not be accepted).
  - o Documentation will be compiled into a report that Edwards AFB will submit to the California SHPO for consensus determination.
- ii. Site Record Updates. All site records will be updated onto DPR 523 forms if they are not already on DPR 523 forms. One page site record update forms shall be completed for sites that are already on DPR 523 forms summarizing the site’s evaluation chapter. Site maps should be updated in GIS formats as needed.

#### 3.1.3 Deliverables:

Deliverables to be submitted under Task 1 of this SOO include:

- Monthly progress reports
- Kick-off Meeting/Meeting Minutes

- Quarterly Meetings via Teams or Zoom
- Management Region 1 Master Site List
- Draft Report
- Final Report
- Site Record Updates
- Geo-spatial data

### **Monthly Progress Reports**

The NFE shall submit monthly progress reports by the 5<sup>th</sup> of each month, which, at a minimum, provide the following information:

- Project schedule, submitted with the first progress report; proposed schedule changes, submitted in subsequent progress reports as appropriate.
- All project tasks and milestones accomplished during the period.
- Plans, reports, and briefings prepared or reviewed.
- Meetings: attendees, purpose, objective(s), decisions or agreements, and action items.
- Overall assessment of progress toward on-time completion, percent completion.
- Challenges and issues encountered, including potential schedule and funding impacts, proposed solutions or adjustments.
- Other noteworthy items that may affect project success.

### **Kick-off Meeting**

The NFE will participate in a kick-off call with Edwards AFB cultural resources managers and GIS specialists immediately after award of contract and a more detailed call with the Edwards AFB CRM and the NFE NLT 15 days from award of contract. Within one week of completion of the latter meeting, the NFE shall submit draft minutes of the meeting for approval by all parties. Minutes shall include a summary of key issues discussed and their resolution, a list of meeting attendees with addresses and telephone numbers, and any other pertinent information discussed at the meeting. Upon approval of draft minutes, final meeting minutes shall be submitted and distributed to all attendees.

### **Quarterly Meetings via Teams or Zoom**

The NFE will participate in quarterly meetings with Edwards AFB cultural resources managers and GIS specialists every three months starting in the third month. Within one week of completion of the quarterly meeting, the NFE shall submit draft minutes of the meeting for approval by all parties. Minutes shall include a summary of key issues discussed and their resolution, a list of meeting attendees with addresses and telephone numbers, and any other pertinent information discussed at the meeting. Upon approval of draft minutes, final meeting minutes shall be submitted and distributed to all attendees.

### **Management Region 1 Master List**

The NFE will work with Edwards AFB staff to develop a Master List of sites within Management Region 1 as a stand-alone Excel file that can be submitted in electronic format.

### **Draft Report**

To streamline the comment/review period, draft evaluations may be submitted in batches for review prior to being synthesized into a draft report. The draft report will include the contents

listed above. Once the preliminary draft is reviewed, the NFE will have 30 days from the receipt of comments to incorporate comments. Two electronic copies of the revised draft report shall be produced and furnished to the Edwards AFB CRM. The Edwards AFB CRM will coordinate SHPO review. Any comments from the Edwards AFB CRM and the SHPO will be incorporated into the final report. The NFE will have 30 days from receipt of comments to incorporate comments. Each revised version of a draft report and the final report must be accompanied with answers to comments.

### **GIS Deliverables**

All GPS/GIS data generated by the project shall be submitted in accordance with the *Edwards AFB Standards for GIS Deliveries* for the purposes of updating the relevant GIS Mission Data Sets. These data shall be submitted on CD to Edwards AFB GIS Specialist Nicole Tautfest.

### **Final Comprehensive Report**

The NFE shall produce a final copy of the report to the Edwards AFB CRM. The final documents will be of letter quality, single-spaced, double-sided, perfect-bound, and printed on 8.5" x 11" acid-free/lignin-free paper, excepting oversize maps and images. Each copy of the final documents will include at the first page DD Form 298, the Report Documentation Page.

The final deliverable shall include:

- One hard copy of the final report, printed on acid-free/lignin-free paper
- One electronic copy in Adobe PDF and Microsoft Word format on CD
- Relevant shape files and other GIS data delivered in a format compatible with the Edwards GeoBase system and Cultural Resources map layer, submitted on CD

Formats and quantities of deliverables are subject to change, with advance notification.

**Deliverable Due Dates:**

<b>Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Review</b>	<b>Copies</b>
Kickoff meeting	Initial planning meeting	NLT 15 days after date of contract award	N/A	NA
Work Plan	Schedule, deliverable due dates, master list of sites in MR-1.	NLT 45 days after date of contract award	N/A	1(E)
Monthly progress report	Memorandum	NLT the 5 <sup>th</sup> monthly	N/A	1(E)
Quarterly Meeting	Progress and Status discussion via Teams or Zoom with minutes	3 <sup>rd</sup> mnth, 6 <sup>th</sup> mnth, 9 <sup>th</sup> mnth, 12 <sup>th</sup> mnth	N/A	1(E)
Draft Report - for Edwards AFB CRM Review	Synthesis and National Register evaluations for 20 sites	9 mths from award of contract	30 days	1(E)
Final Report	Final report incorporating comments from Edwards AFB CRM	12 mths from award of contract		1(E) 1(P)
Draft Site Update Forms	California DPR Site Update Forms for each site	With Draft Report	Approx. 30 days	1(E)
Final Site Update Forms	California DPR Site Update Forms for each site incorporating any comments from Edwards AFB	With Final Report		1(E) 1(P)
GIS Deliverables	GIS data	With Final Report	N/A	1(E)

NOTE: All days are calendar days; E = electronic version; P = paper version

**3.2 TASK 2: FSPMA53231117, Management, Cultural Sites:**

**Compiling Existing NRHP Consensus Determination Correspondence and Database Development**

**3.2.1 Background:**

The second task within this task order is, for multiple types of archaeological sites on Edwards AFB, to compile a **base-wide** database of all Office of Historic Preservation (OHP) file reference

numbers created as a result of consultations between the 412th TW and the SHPO under Section 106 and Section 110 the NHPA, populate an Access database with those OHP file reference numbers and associated data, and assemble a hard-copy and electronic file of associated OHP correspondence associated with those OHP file reference numbers.

The OHP maintains the “Directory of Properties in the Historic Property Data File” by county for all of California. The list is separated into built-environment resources and archaeological resources. The OHP hosts the Built Environment Resource Directory (BERD) on its website, but not the archaeological resources.

The NFE shall provide all personnel, resources, equipment, and supplies needed to successfully accomplish Task 2 as described below:

### 3.2.2 Objectives:

- A. Create a Comprehensive Master Database of OHP File Reference Numbers for Edwards AFB
  - i. The NFE shall prepare an Access database that can be exported into an Excel spreadsheet of all OHP file reference numbers relating to Edwards AFB. The NFE shall obtain the most current version of the “Directory of Properties in the Historic Property Data File” for Kern, Los Angeles, and San Bernardino counties from the appropriate Information Centers of the CHRIS. The most current version likely dates to circa 2011. The list that the NFE develops shall mimic the “Directory of Properties in the Historic Property Data File” in terms of both structure and data fields. However, some of the data fields present on the “Directory of Properties in the Historic Property Data File” may be omitted, and some data fields that are not present may be added. One of the first steps for completion is a meeting to decide the structure and data fields for the database. **Note:** the unique identifier in the Directory is the Site Number; individual file reference numbers appear multiple times in the Directory.
  - ii. Once the initial list is created from OHP print-outs, the NFE shall bring the list up to date by adding all missing OHP file reference numbers relating to Edwards AFB archaeological resources from approximately 2011 to the present date. To accomplish this, the NFE shall review paper files and electronic files as directed by the Edwards AFB cultural resources managers. The Curation Facility shall be included in this records search. The NFE shall anticipate this process to be complex, not straight-forward, and tedious. All relevant data fields also shall be populated.
  - iii. Once the draft final list is created, the NFE shall add OHP file reference numbers from the BERD to the database to create a draft comprehensive list. All data fields shall be populated.
- B. Assemble SHPO Correspondence for All OHP File Reference Numbers
  - i. Once the draft final list is created, the NFE shall assemble a hard-copy file and electronic copy file of SHPO consultation correspondence relating to each OHP file reference number. To accomplish this, the NFE shall review paper files and electronic files as directed by the Edwards AFB cultural resources managers. The NFE shall scan hard-copy letters with optical character recognition of no digital copy exists. The NFE shall

anticipate this process to be complex, not straight-forward, and tedious. Electronic file formats and hard-copy filing systems shall be determined in consultation with the EAFB CRMs.

- ii. Once all EAFB sources have been scanned for SHPO correspondence, if there are any missing letters, the NFE shall prepare a list of missing letters that can be attached to a letter of request to the SHPO for copies of missing correspondence.
- iii. EAFB letters to the SHPO pertaining to consultation under Section 106 and Section 110 also shall be collected, scanned, and filed whenever those letters are encountered.
- iv. The NFE shall scan all letters for relevant data categories, and those data shall be added to the Comprehensive list of OHP file reference numbers.

### **3.2.3 Deliverables:**

Deliverables to be submitted under Task 2 of this SOW include:

- Monthly progress reports
- Kick-off Meeting/Meeting Minutes
- Quarterly Meetings via Teams or Zoom
- Draft Comprehensive List of OHP File Reference Numbers

#### **Monthly Progress Reports**

The NFE shall submit monthly progress reports by the 5<sup>th</sup> of each month, which, at a minimum, provide the following information:

- Project schedule, submitted with the first progress report; proposed schedule changes, submitted in subsequent progress reports as appropriate.
- All project tasks and milestones accomplished during the period.
- Plans, reports, and briefings prepared or reviewed.
- Meetings: attendees, purpose, objective(s), decisions or agreements, and action items.
- Overall assessment of progress toward on-time completion, percent completion.
- Challenges and issues encountered, including potential schedule and funding impacts, proposed solutions or adjustments.
- Other noteworthy items that may affect project success.

#### **Kick-off Meeting**

The NFE will participate in a kick-off call with Edwards AFB cultural resources managers and GIS specialists immediately after award of contract and a more detailed call with the Edwards AFB CRM and the NFE NLT 15 days from award of contract. Within one week of completion of the latter meeting, the NFE shall submit draft minutes of the meeting for approval by all parties. Minutes shall include a summary of key issues discussed and their resolution, a list of meeting attendees with addresses and telephone numbers, and any other pertinent information discussed at the meeting. Upon approval of draft minutes, final meeting minutes shall be submitted and distributed to all attendees.

#### **Quarterly Meetings via Teams or Zoom**

The NFE will participate in quarterly meetings with Edwards AFB cultural resources managers and GIS specialists every three months starting in the third month. Within one week of

completion of the quarterly meeting, the NFE shall submit draft minutes of the meeting for approval by all parties. Minutes shall include a summary of key issues discussed and their resolution, a list of meeting attendees with addresses and telephone numbers, and any other pertinent information discussed at the meeting. Upon approval of draft minutes, final meeting minutes shall be submitted and distributed to all attendees.

#### **Draft Comprehensive Database of OHP File Reference Numbers**

The NFE will work with Edwards AFB staff to develop a Draft Comprehensive Database of OHP File Reference Numbers that can be exported into an Excel file.

Formats and quantities of deliverables are subject to change, with advance notification.

#### **PUBLIC RELEASE OF INFORMATION**

Neither the NFE nor their representative shall release or publish any sketch, photograph, report, or other material of any nature derived or prepared under this delivery order without specific written permission of the CRM except as provided for in this SOW. Abstracts and copies of any reports, presentations, or articles utilizing work sponsored by Edwards AFB will be provided to the Edwards AFB CRM or other appropriate parties for approval prior to publication or presentation.

#### **PERSONNEL**

The NFE will provide staff who meet the standards set forth by the Secretary of the Interior and the State of California who adhere to the Society for American Archaeology Principles of Ethics. NFE personnel must have experience working in the State of California; be able to obtain a government-issued installation pass; and must attend all necessary briefings as determined by Edwards AFB CRM. Specifically:

- NFE personnel at the Crew Chief level must have at least 3-years' experience conducting archaeological investigations and National Register evaluations in the State of California. Individuals with experience at Edwards AFB are preferred.
- All other NFE personnel assigned to this project must have at least one-year experience conducting archaeological investigations in the State of California or be under direct supervision of the Crew Chief. Individuals with experience at Edwards AFB are preferred.
- The following is required of all personnel working at Edwards AFB with no exceptions:
  - All personnel must be able to complete any briefings/trainings that may be required.
  - All personnel must work with the Edwards AFB CRM to obtain an installation pass.
- The contracting firm must be familiar with:
  - Archaeological work at Edwards AFB.
  - Edwards AFB Standards for GIS Deliveries
  - National Register evaluations

#### **4. TASK PROVISIONS AND COORDINATION**

**Travel:** Provide transportation and fuel for all NFE staff to get to and from all field sites. Retain current proof of insurance and current registration for all modes of transportation.

**Coordination:** Coordinate concurrently with the Base CRM, AFCEC Edwards ISS and USACE PM. All work schedules shall be approved by the AFCEC and be consistent with the Project Schedule & Work Plan approved by the Base CRM. Schedule changes can be made; trade-off decisions will be jointly made by the USACE PM, Base NRM and AFCEC Edwards ISS and align with the Sikes Act compliant INRMP and original ACES programming. Any changes in scope or cost must be approved by the USACE Grants Officer. All coordination with state and federal regulators will be by the Base NRM or AFCEC Edwards ISS only.

**Project Management:** Within 30 days of award of this task order, the NFE will schedule an initial project kick off meeting with all parties involved (Edwards AFB, AFCEC/Edwards ISS, USACE, etc) to develop a project work schedule to implement the SOO. All deliverables/tasks will be submitted within the required timeframes as identified.

**Access:** Access to Edwards AFB is restricted. General base access requires sponsorship by a Government civilian employee, and should be coordinated at least two weeks prior to the visit. Long-term base access will require additional security clearances and access processing. Access to the Air Force Research Laboratory (AFRL), the Precision Impact Range Area (PIRA), the airfield, and other restricted facilities on EAFB may require additional security clearances and training. Access to some areas may be limited by ongoing military activities such that personnel access is limited to weekends or brief periods of a few hours. Access procedures are described in further detail in the most recent version of the Edwards AFB Contractor Access Request Procedures Template.

**Photography Use:** Photography at Edwards AFB is restricted, requiring an authorization letter that must be in the photographer's possession at all times. Cell phone photos are not allowed. Any photos/reports released to the public must be reviewed and authorized by Public Affairs. A non-disclosure agreement (NDA) is required for use of photographs for data analysis and report preparation prior to authorization by public affairs for release of photos/reports to the public. Biological Security Measure: The NFE shall follow applicable Biological Security Best Management Practices identified in the most recent version of the Edwards Air Force Base Invasive Species Management Plan.

**Environmental Awareness Training:** All NFE project personnel working on Edwards AFB shall attend desert tortoise awareness training prior to commencing work or visiting the work site.

**Biological Security Measure:** The NFE shall follow applicable Biological Security Best Management Practices identified in the most recent version of the *Edwards Air Force Base Invasive Species Management Plan*.

## 5. QUALIFICATIONS / PERMITS

The NFE should meet the minimum qualifications necessary to perform tasks described in the project work statement. The principal investigator should have experience directing the efforts of the project team. NFE personnel shall have the technical experience, the field implementation experience, any required state and federal certifications, and any required state or federal

handling or application permits likely to be used in this project. The NFE shall ensure that project activities, project reports, and project data are professionally executed with minimal errors.

## **6. GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

The NFE will furnish all labor, materials, equipment, supplies, technical expertise, and supervision needed to perform all objectives.

## **7. OPTIONS:**

Five (5) option periods each with a 12-month Period of Performance. Subject to availability of funds.

## **8. PERIOD OF PERFORMANCE**

**18 months from award** consisting of an administrative phase to complete on-boarding of employees and/or subcontractors, a 12-month technical phase for conducting fieldwork, and an administrative phase for completion of reports.

## **9. AGREEMENT REQUIRED DELIVERABLES**

In addition to the below, refer to Sections 3.1 – 3.2 for task specific deliverables.

9.1 A kickoff meeting, arranged by the NFE and including the installation POC and USACE Project Manager, shall be held via telephone or virtually within 30 days of the award and prior to September 30<sup>th</sup> of the Award year.

9.2 Progress Reports - One (1) typed letter report describing progress on the project. The report shall be due within 10 days of the end of each 3-month period (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the quarterly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

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

9.3 Annual Inventory – Required under 2CFR for Grants and Cooperative Agreements - Acquired Property purchased with funding from award - property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken, and results reconciled every two years. Copies of the inventory to be sent annually to USACE – SWF and EAFB

9.4 Annual Report per 2 CFR. One (1) paper copy of a annual report should be submitted no later than one month before end of each year. At a minimum, the report shall contain an introduction

section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. EAFB staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

9.5 Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. EAFB staff will review and provide comments, if any, within fifteen (15) calendar days after receipt. Must provide an electronic copy to the USACE POC at the time this document is submitted to the Installation POC.

9.6 Final Project Report. One (1) paper copy of the final report, incorporating EAFB review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the EAFB comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media. Must provide an electronic copy to the USACE POC at the time this document is submitted to the Installation POC.

## **10. COORDINATION**

USACE POC:  
David Leptien  
Cell: 402-889-5570  
david.b.leptien@usace.army.mil

AFCEC POC:  
Christopher Ryan  
Edwards ISS/AFCEC CZOW  
Office: 805-606-0997  
Christopher.ryan.7@us.af.mil

## **11. ADMINISTRATIVE**

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

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

Invoices and Closeout Documents: Per the standard Terms of Agreement and in accordance with 2 CFR, SF270s and closeout documents are required deliverables for all projects. The recipient shall submit an SF270 with other required documentation to SWF[1][CESU-INVOICE@usace.army.mil](mailto:CESU-INVOICE@usace.army.mil) at minimum on a quarterly basis. Closeout documents are due 90 after the end of projects. The documents for closeout include the following:

1. Final SF 270

2. Final SF 425
3. SF 428 with attachment B (C and S when applicable)
4. DD Form 882
5. Final report (See 2 CFR 200.328)
6. Cover Form SF 298