

**REQUEST FOR STATEMENTS OF INTEREST
NUMBER N40192-19-R-8002**

PROJECT TO BE INITIATED IN FISCAL YEAR 2019

Project Title: GUAM STATE HISTORIC PRESERVATION OFFICER (SHPO) LIAISON

Responses to this Request for Statements of Interest will be used to identify potential management projects to be funded by the Department of the Navy (DON) in support of the State Historic Preservation Office (SHPO) for Joint Region Marianas (JRM) Area of Responsibility on Guam and the CNMI. Approximately \$50,000.00 is expected to be available to support this project (contingent upon availability of funds). The DON's obligation to pay or reimburse any costs hereunder is subject to the availability of appropriated funds and limited by funds obligated and nothing in this Agreement will be interpreted to require obligations or payments by the Federal Government in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341.

Background

JRM entered into a Programmatic Agreement (PA) with the Guam SHPO in 2011. Section IX of the PA covers the Liaison position.

The goal of the project is to provide a liaison to assist Guam SHPO in its mission to advise the DON pertaining to planning and consultation associated with the military buildup. To this end, the DON intends to enter into a Cooperative Ecosystem Studies Unit (CESU) with an appropriate agency (hereinafter the Recipient) to investigate the most appropriate model and approach of third-party support to the SHPO to stimulate the public purpose of supporting Guam's historical research and preservation activities.

Brief Description of Anticipated Work:

This Cooperative Agreement includes the following requirements:

This project will develop a management approach and service delivery to alleviate Guam SHPO workload and will allow investigation and reporting of the most suitable assistance methods unique to Guam's conditions.

The DON is seeking a statement of interest from the Californian, Colorado Plateau and Hawaii-Pacific Islands Cooperative Ecosystem Studies Unit (CESU) network.

Proposals should address:

This Agreement requires the Recipient to develop and implement the following minimum requirements:

Technical Requirements:

1. Develop and submit Draft and Final SHPO Liaison Plan of Action and Milestone (POAM);
and
2. Develop draft and final reports describing Liaison activities performed that is most helpful to the SHPO.

Tasks:

Task 1: Project Planning –

- 1) The Recipient shall participate in a kick-off meeting prior to the start of work to become acquainted with the various parties involved with the project; to discuss the statement of the proposed work including scheduling, coordination, and to define channels of communication and points of contact. The kickoff meeting will be held on Guam (location to be determined) or via conference call.
- 2) The Recipient shall be responsible for documenting the discussions (meeting minutes). Meeting minutes shall be provided to the CATR within 5 days after the kick-off meeting.
- 3) The Recipient shall be responsible for presenting a plan of action and milestones (POAM) for timely completion of the work. The POAM will be provided to the CATR at least 1 week prior to the kick-off meeting. CATR will comment on POAM and Recipient will incorporate comments before POAM is finalized.
- 4) The Recipient shall ask any questions related to the successful completion of the work.
- 5) The Recipient shall provide project status and schedule updates, and coordinate desktop analysis activities and deliverables throughout the duration of the Agreement.

Task 2: Project Management -

- 1) The Recipient shall provide project oversight and coordination for all technical requirements and tasks. This will include: maintaining budget coordination, tracking, and reporting, as appropriate.
- 2) The recipient is responsible for providing monthly updates to the CATR and the updates shall include implementation accomplishments, budget drawdowns, technical aspects, any project coordination difficulties, safety concerns, adaptive management proposals or actions, agreement's quality control and assurance activities and their successful implementation.

Task 3: Liaison Tasks -

- 1) Assist SHPO in actions related to management of SHPO workload as related to the 2011 PA and other requirements with the mutual agreement of the SHPO and the DON.
- 2) Maintain and provide GIS data to support consultations between SHPO and DON, and/or additional parties.
- 3) Coordinate with DON, CATR, MCAG, and Installation GIS Managers as needed to provide accurate, up-to-date GIS data for SHPO review.
- 4) Serve as principal point of contact between SHPO and DON. Principal Point of Contact at DON shall be the CATR.
- 5) Assist with coordination, communication, preparation and review of documentation.
- 6) Be responsible for ensuring that all DON requests for review and/or concurrence by the SHPO staff are sufficiently documented by DON per 36 CFR 800.11(e) and (f).
- 7) Consolidate and coordinate DON cases for SHPO review.
- 8) Provide monthly reports (brief email reports are appropriate) to MCAG CATR on accomplishments and problems encountered during the reporting period with proposed solutions to problems. After review by the CATR, the monthly reports are to be provided to

the SHPO. Serious issues are to be reported immediately (Copy MCAG CATR on reports delivered per Task 2.1.).

Required Qualifications of the Project Team shall include:

The Recipient shall provide the following key personnel with the following minimum qualifications:

1. **Principal Investigator** – The PI will, at a minimum, have a graduate degree in anthropology, archaeology, or a closely related field.

2. **Liaison(s)** –
 - a. **GIS** - The liaison position must be experienced using ESRI GIS projects and must provide evidence of expertise in the form of training certificates, demonstrated competence and experience using the current industry standard ESRI GIS product (10.x).
 - b. **Archaeology** – in order to qualify to review Sec. 106 documents, the liaison must meet 36 CFR 61 qualifications (Secretary of Interior qualifications, i.e., hold an advanced degree in archaeology, anthropology, or closely related field and meet the experience requirements, including having attended a field school and having experience in the Pacific region – preferably in the Marianas).
 - c. **Liaising Skill** – The liaison position shall render assistance in the most sensitive and discrete manner. Interactions with the SHPO shall be professional and respectful and performed on a non-interference basis. Individuals assigned to directly interact with the SHPO must have excellent communication and conflict resolution skills.

Period of Performance:

The period of performance will depend upon the individual proposals received, but the Government anticipates an initial period of performance for the Agreement to be twelve (12) months starting from the date of award. After completion of the initial period of performance, the total performance period can include four (4) option periods of twelve (12) months each dependent upon the availability of funds and the unilateral election of the Government to exercise an option. The total duration of this Cooperative Agreement, including the Option Years and any cost modifications shall not exceed 60 months. The end date is the anticipated date that the Final Report is accepted by the Government. In the event that an option year(s) is exercised, a cumulative report consisting of the base and all option years will be the Final Report.

Materials Requested for Statement of Interest/Qualifications: Please provide the following via e-mail attachment to: thelman.fontenot@fe.navy.mil (Approximate length: 3-6 pages, single-spaced 12 pt. font).

1. Name, Organization and Contact Information
2. Statement of Qualifications (including):
 - Curriculum vitae of Principal Investigator and Project Manager;
 - Relevant past projects and clients with brief descriptions of these projects; and
 - Staff, faculty or students available to work on this project and their areas of expertise.

3. Project proposal to include timelines, roles and responsibilities of personnel, specific tasks to be conducted, and deliverables.
4. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, field facilities, etc.).
5. A proposed detailed budget of the costs to implement the proposed project.

Review of Statements Received: Statements will be evaluated based on the Principal Investigator's and Liaison's specific experience and capabilities in areas related to the project requirements.

Factor 1 – Credentials of the Principal Investigator and Liaison– The Offeror shall identify the Principal Investigator and Liaison proposed for this project, stating their qualifications, experience with this type of project, professional registration and certificates, and publications.

Factor 2 –Innovative Approach – The Recipient shall develop a Statement of Interest to manage the total work effort and assure fully adequate and timely completion of services required under this Agreement. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, analysis, quality control, and for meeting professional industry standards for cultural resource management. Collaboration with entities that have successfully implemented a SHPO assistance program is highly desired.

Factor 3 – Reasonableness of Cost – After technical evaluation of the Statements of Interest the offers shall be analyzed to determine whether they are materially/mathematically balanced with respect to prices or separately priced items, and for fair and reasonable pricing. Evaluation will include an analysis to determine the Offeror's comprehension of the requirements of the Request for Statements of Interest as well as to assess the validity of the Offeror's approach.

RELATIVE IMPORTANCE OF EVALUATION FACTORS – Factor 1, Credentials of the Principal Investigator and Liaison and Factor 2, Innovative Approach combined are significantly more important than Factor 3, Reasonableness of Cost.

Please send responses or direct questions to: Thelman Fontenot, Contract Specialist NAVFAC Marianas Tel: (671) 349-4119, E-mail: thelman.fontenot@fe.navy.mil

Timeline for Review of Statements of Interest: DON intends to use fiscal year 2019 funds for this project. In order to be considered, Statements of Interest shall be submitted for no later than 0900 Chamorro standard time (local Guam time) on 10 June 2019.