



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

14 March 2025

**REQUEST FOR STATEMENT OF INTEREST
W9126G-25-2-SOI-3640**

Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions: Colorado Plateau / Rocky Mountain / Great Plains CESU Regions

Project Title: Cultural Resources Support at Joint Base Langley-Eustis, Virginia

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 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 **\$148,183.73** is expected to be available to support this project for the **base period**. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

Period of Performance. The base period of the agreement will extend 9 months from date of award. There may be up to six (6) 12-month follow-on periods based on availability of funding.

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, Arial 12 pt. font):

1. Name, Organization, CAGE Code, Unique Entity ID, CESU Region, 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 (SOI) are due by **5:00 PM, Central Time (CT), on 12 April 2025.**
2. Submit your SOI via e-mail with attachments to or direct questions no later than no later than **Noon, CT, 27 March, 2025** to:
Nicholas A. Aperia
Grants Specialist, RPEC/Agreements Section
Fort Worth District
U.S. Army Corps of Engineers
Phone: 817-886-1925
nicholas.a.apera@usace.army.mil
Greg Bonnell
Project Manager
Regional Planning and Environmental Center
U.S. Army Corps of Engineers-Fort Worth District
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gregory.w.bonnell@usace.army.mil

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: RSOIs are required to be posted on www.Grants.gov for 30 days prior to the Government making a decision and requesting full proposals.

TO BE ELIGIBLE FOR AWARD, THE RECIPIENT AND ANY PROPOSED SUBRECIPIENTS AND CONTRACT VENDORS MUST HAVE AN ACTIVE NIST SP 800-171 DOD ASSESSEMENT (PERFORMED WITHIN THE LAST 3 YEARS). Additional details are provided as a separate attachment to this document.

Thank you for your interest in our Cooperative Agreements Program.

CHERYL VENDEMIA
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES
Cultural Resources Support
at
Joint Base Langley-Eustis, Virginia
13 March 2025

1.0 INTRODUCTION

1.1 The Joint Base Langley Eustis (JBLE) environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the master agreement states the objectives of the Cooperative Ecosystem Studies Units (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, and 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 Recipient agrees to provide the necessary personnel, equipment, and materials required to conduct comprehensive cultural resources support, within the Cultural Resources Program, located at JBLE in Virginia. The scope of this agreement includes supporting the program manager (PM) through the implementation of JBLE's Integrated Cultural Resources Management Plan (ICRMP) and all aspects of the JBLE Cultural Resource program focusing on supporting the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), Archaeological Resources Protection Act (ARPA), American Indian Religious Freedom Act (AIRFA), and Executive Order EO 13007; Native American Graves Protection and Repatriation Act (NAGPRA); 36 CFR 79; DoDi 4710.02 DoD Interactions with Federally Recognized Tribes; and AFI 32-7065.

1.3 Support will include: archaeological survey, archaeological site recording and National Register of Historic Places (NRHP) evaluation, archaeological monitoring, archaeological excavation, assisting with consultation with the State Historic Preservation Officer and tribes, assisting in the review and development of NEPA projects and documents as they relate to cultural resources, establishing archaeological site protection measures, public outreach, artifact curation, assistance in hosting tribal consultation meetings, and assistance in obtaining tribal monitoring services. The support may also involve travel to tribal consultation meetings held at various locations in/adjacent to Virginia and travel to attend meetings, conferences, and workshops (up to 4 per person, per year). All transportation and fuel required to support this cooperative agreement is the responsibility of the Recipient.

2.0 AUTHORITY

2.1 This cooperative agreement will be awarded using the authority of 10 USC 2684, Cooperative Agreements for management of cultural resources. In agreement with the above-stated goals, the Recipient agrees to provide the necessary personnel, equipment, and materials required to implement, in part, JBLE 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, AFI 32-7065, and any other applicable regulatory guidelines.

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

- JBLE is involved in the development of study methodology, data gathering, analysis, and/or report writing
- JBLE actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- JBLE incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
 - Providing computing hardware and services
 - Providing GPS and GIS hardware and software
 - Providing office space and associated supplies
 - Providing staff time to work on the project.

3.0 DESCRIPTION OF OBJECTIVES

The Recipient will provide JBLE-Eustis with technical support consistent with federal, state, and local regulatory requirements and with guidance provided by Environmental Element staff for the JBLE Cultural Resources Program. The technical support and deliverables associated with this SOO will support the overall JBLE conservation and compliance programs.

3.1 Task 1 Kick-Off Conference Call: Immediately following award of this cooperative agreement, a conference call will be held between JBLE, the Recipient, and USACE to consider a variety of issues: agree on the word processing software that will be used (i.e., text in Microsoft Word, pdf version of deliverables, tables in MS Word or Excel, and shapefiles for all graphics used in the deliverables); resolve any schedule discrepancies; numbers of hard copies and CDs of Draft and Final deliverables, and address any concerns related to the future meeting to immediately follow this kick-off meeting. The Recipient will arrange the kick-off meeting/call and will submit kick-off meeting minutes to all participating entities within 5 working days of meeting occurrence.

Within 10 business days of cooperative agreement award, the Recipient will provide an anticipated completion schedule for the deliverables associated with this cooperative agreement, which will be reviewed by JBLE for approval. The Recipient will revise the schedule on occasion based on feedback from the designated JBLE Point of Contact (POC) to accommodate major schedule changing events.

3.2 Task 2: Cultural Resources Program Support: The Recipient will support all aspects of integrated cultural resources management in compliance with federal preservation law governing the protection and preservation of historic properties with the least impact on the military mission. The Recipient will provide input on requirements related to cultural resources compliance and program improvements. The Recipient will capture location information regarding area inventories, shovel test pits, and other relevant data on government provided equipment. The Recipient will prepare and provide assistance with written reports and other correspondence as requested throughout the period of performance.

- Archaeological Survey/Testing: The Recipient will assist with investigation, reporting, and consultation on late discoveries and inadvertent finds on the installation, and review artifact curation and monitoring as well as visit sites and record data on the condition of archaeological sites in accordance with the Joint Base Langley-Eustis Integrated Cultural Resources Management Plans.
- Specific Task Requirements:
Survey/Inventory Update, Cultural Resources, Arch & Bldgs. (Fort Eustis)
 - Conduct ten (10) archaeological surveys and five (5) facility surveys for potential historic significance.

- Monitor, Cultural Resources (Fort Eustis)
 - Monitor 234 archaeological sites and record observations
 - Monitor high priority sites subject to looting and/or erosion, record observations on standardized forms and through photographs.

3.3 Task 3: Native American Consultation: The Recipient will support the JBLE-Eustis Cultural Resources Program Manager (CRPM) with compliance with the National Historic Preservation Act (NHPA). Support will help the CRPM produce draft outreach letters, Memoranda of Understanding (MOUs), and/or Memoranda of Agreement (MOAs)/Programmatic Agreements (PAs). Most support will be provided remotely rather than onsite, except potentially for assistance with installation visits by tribal members. Specifically, this will include:

- Assist the JBLE-Eustis CRPM review the Federal Register and other sources to identify any new federally recognized tribes that may have a potential affiliation with the installation, coordinate with affiliated tribes on an annual basis to confirm points of contact and compile this information in an annual update to the installation as required by the JBLE-Eustis CRPM.
- Assist the CRPM in coordinating schedules with tribal members and installation cultural resource staff and facilitate installation access for tribal members as necessary for project review and compliance.
- Communicate on a regularly scheduled basis with the CRPM via email and phone to ensure that the Cultural Resources (CR) Task Manager is kept appraised of tribal-related consultation (and other related activities) and will assist with maintaining a tracking system to log outreach, new tribal resources, federal undertakings, and consultations, which would be used to facilitate preparation of the annual summary.
- Annual update to list of affiliated tribes (both Federally Recognized Tribes and state recognized tribes) and corresponding tribal points of contact.
- Identify which Federally Recognized Tribes have expressed interest in JBLE, coordinate tribal contacts and interest with other Federal agencies (e.g. HUD, FEMA), identify Tribes in the JBLE area that are seeking Federal recognition, and provide Tribal points of contact.
- Coordination of installation ICRMP review including assistance with identifying tribal resources relevant to the ICRMP. Determine which, if any other, Chesapeake Bay region military installations have identified tribal resources. Types of Tribal resources to be identified: specific plants, sacred places, in situ Native human remains, etc.

- Coordinate all tribal visits to installation including associated travel costs (via CTP), as well as related meeting costs. Tribal visits will include meetings and project review and compliance. Coordinate with installation tribal liaison officer for correspondence with tribes that may affect the installation tribal relations plan.

3.4 Task 4: File and Database Management: The Recipient will develop and maintain electronic and paper records and files and provide input to maintain Geographic Information System (GIS) data related to cultural resources. The Recipient will utilize, maintain existing, and create new GIS layer data in ArcView (and update data as it becomes available) to prepare project maps to reflect cultural resources operations. The Recipient will provide data analysis, maps, and other GIS projects in support of the Cultural Resource program and installation mission. The Recipient must be proficient in ArcView and ArcGIS and be able to utilize other programs that may become required for use. The Recipient will prepare GIS database and hard file updates as well as provide assistance with curation of artifacts.

3.5 Task 5: Develop Technical Reports: The Recipient will develop draft and final technical reports that document the results of inventories. The reports will be consistent with the guidelines for report preparation established by the Commonwealth of Virginia. The Recipient will work in consultation with the JBLE cultural resources managers to identify, analyze, and develop technical reports on cultural resources at JBLE. The goal of the project is to help JBLE identify, analyze, and report cultural resources to assure JBLE is in compliance with federal cultural resource laws, regulations, and Section 106. The Recipient will evaluate a variety of cultural resources in both the cantonment area and ranges at Fort Eustis as projects are identified. The Recipient will prepare draft and final technical reports.

3.6 Task 6: Briefings: The Recipient will regularly attend meetings/briefings regarding cultural resources management and will present one (1) presentation to a professional association of cultural resources professionals. The Recipient will attend approximately fifteen (15) meetings/briefings.

3.7 Task 7: Reports/Deliverables: Deliverables include technical reports (drafts and finals) for coordination with the State Historic Preservation Office (SHPO), archaeological documentation (field notes, photographs, excavation records, geospatial data, etc.); documentation of artifact identification and cataloging; architectural documentation (field notes, photographs, architectural survey forms, etc.); and information provided to the NEPA program manager for inclusion in a variety of environmental documentation.

- Recipient will submit quarterly progress reports for verification by the JBLE POC and USACE.

- Recipient will draft technical reports that will be submitted to the installation Cultural Resources managers and will deliver two hard copies one electronic copy of the report.
- Recipient will draft correspondence to the State Historic Preservation Officer.

4.0 QUALIFICATIONS

Archaeologists should have at minimum a bachelor's degree in Anthropology, Archaeology, or a closely related field. Must be qualified to lead archaeological surveys and prepare appropriate reports, manage data, and create maps using GIS/GPS. Preferred qualifications include archaeological experience in the Virginia Coastal Plain, Native American consultation training/experience, public outreach experience, erosion stabilization experience, and familiarity with Army range operations and protocols for range access and UXO safety.

5.0 GOVERNMENT FURNISHED MATERIALS

- Provide some computing hardware and services
- Provide GPS and GIS hardware and software
- Provide office space and associated supplies
- Provide range radios for use during fieldwork
- Provide government vehicles for transportation and access to field sites
- Provide access to a government boat for visits to sites only accessible by water
- Provide access to a 4x4 vehicle for towing boat
- Provide access to 4x4 ATV for fieldwork/site monitoring visits.

6.0 RECIPIENT FURNISHED MATERIALS

- All PPE necessary to perform job safely
- Recipient will provide Laptop
- Recipient will provide any other equipment necessary in performance of duties vital in the process of fulfilling the deliverables agreed upon within the budget for the contract.
- Recipient will provide funding to present JBLE cultural resource at an archaeological conference.

7.0 PERIOD OF PERFORMANCE

- Base Period: shall be for 9 months from date of award.
- Follow-On Periods: Six (6) 12-month follow-on periods are anticipated and will be awarded based on available funding.

8.0 COORDINATION/POCs

Courtney Birkett
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9.0 POST AWARD & INVOICE PROCESS

Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than (NLT):
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected.**

SF270 Request for Advance or Reimbursement

Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

CLIN 0001 / Base
22SEP23 – 21SEP24
\$100,000.00

Funding must be separated as specified on the Award document. Sub-CLINs that specify "*for funding only*" (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at: swf-cesu-invoice@usace.army.mil.

The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

- Final SF270
- SF-PPR
- Final SF425
- DD882
- SF428 plus attachment B (C&S if applicable)
- SF298
- Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil or found at: <https://www.grants.gov/forms>.

10.0 COOPERATIVE AGREEMENT:

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

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

END OF STATEMENT OF OBJECTIVES