



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

July 16, 2024

**REQUEST FOR STATEMENT OF INTEREST
W9126G-24-2-SOI-3620**

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

Colorado Plateau / Great Plains CESU Regions

Project Title: Integrated Training Area Management Support of the Devens
Reserve Forces Training Area

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 **\$447,264.15** 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.

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 12 months from date of award. There may be up to four 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, 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 17 AUG 2024.**
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
Office: 817-886-1925

Kali Evans
Project Manager
USACE, Fort Worth District
Email: kali.i.evans@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: RSOI's are required to be posted on 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.

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PAIGE E. POORMAN
Grants Officer

Attachment: Statement of Objectives

SCOPE OF OBJECTIVES (SOO)

Provide Geographical Information System (GIS) and Land Rehabilitation and Maintenance (LRAM) Services in Support of the Devens Reserve Forces Training Area (DRFTA) Sustainable Range Program Article III, (D) of the Colorado Plateau Cooperative Ecosystems Studies Unit (CESU)

Master Cooperative Agreement No.: A2107-021-096-012292

This Scope of Objectives (SOO) provides the details of work to be performed for the DRFTA Sustainable Range Program (SRP) through a Cooperative Agreement (CA) between the US Army Corps of Engineers (USACE), Fort Worth District, and Awardee.

Projects for execution under this CA by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using Non-Federal Entity (NFE) services or work products.

This CA will not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

All NFE employees will abide by the rules and regulations in 2 CFR 200, Appendix II to Part 200, and DoDGARS, as they pertain to Cooperative Agreements.

PART 1 GENERAL INFORMATION

PURPOSE. Provide LRAM and GIS project implementation accomplished by an onsite recipient during installation identified business hours. In coordination with, and as identified by the Installation Government Representative (IGR), the NFE onsite representatives verify the installation's project designs, provide personnel required to execute installation LRAM, and GIS activities, schedule/coordinate project execution, document/update execution progress, and assist the Government in identifying future LRAM and GIS projects. This task provides support to DRFTA.

AUTHORITY.

In accordance with the Sikes Act (Sec. 103A [16 USC 670c-1]) "the Secretary of a military department may enter into cooperative agreements with States, local governments, Indian Tribes, non-governmental organizations, and individuals," This project is in support of the Integrated Natural Resources Management Plan (INRMP), as directed in the Sikes Act.

In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.)

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, however under the authority of the Sikes Act (16 USC 670c-1 (c) (2)), notwithstanding chapter 63 of Title 31 (31 U.S.C. § 6301 et seq.), a cooperative agreement under this section may be used to acquire property or services for the direct benefit or use 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

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 further (hence DoD) agrees to provide substantial involvement as directed under Article II (A) Colorado Plateau CESU Master Agreement # A2107-021-096-012292 to include, but are not limited to, the following:

INSTALLATION is involved in development of study methodology, data gathering, analysis, and/or report reviews. INSTALLATION actively participates and collaborates in carrying out the project plan of work, reviews and approves activities.

DESCRIPTION OF OBJECTIVES.

See specific tasks under Part 4, Section 5

Background

The Integrated Training Area Management (ITAM) Program provides training land management capability across the Army ensuring Army training lands are always accessible, available, and capable of supporting training requirements. The Army recognizes that the execution of training under realistic combat conditions will stress the training lands. ITAM integrates the mission requirements derived from the Range and Training Land Program (RTLTP), with land capabilities and conditions to build a roadmap to achieve optimum, sustainable use of Army lands. This provides Army range officers with the capability to manage and maintain training lands that support maneuver-training throughput essential for mission readiness. LRAM and GIS support are the main components of the ITAM identified for support through this mechanism.

Description of Services/Introduction

NFE will provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform LRAM and GIS management and project execution as defined in this SOO except for those items specified as Government furnished property and services. NFE will perform to the standards in this project.

Land Rehabilitation and Maintenance (LRAM) is a preventive and corrective land rehabilitation and maintenance procedure that reduces the long-term impacts of training and testing on Installation lands. The primary function of LRAM is to maintain land to ensure capabilities support the mission. It mitigates mission and training and testing effects by combining preventive and corrective land rehabilitation, repair, and/or maintenance practices to reduce the impacts of training and testing on an Installation. It includes training area repair, rehabilitation, recovery, redesign and/or reconfiguration to meet training requirements.

Geographical Information System (GIS). The SRP GIS Missions is to create, analyze, manage, and distribute authoritative standardized spatial information, products, and services for the execution of training strategies and missions on U.S. Army ranges and training lands. Providing SRP GIS support activities is inherently iterative in nature and requires consistent coordination, updates, and support to SRP program areas.

Objective

The objective of this SOO is to provide LRAM, GIS and execute specific project activities identified in the DRFTA ITAM work plans. Tasks in this project encompass lands under the control of the garrison for live training, as identified in each installation Range Complex Master Plan Tool (RCMPT) – ITAM Work Plan. Natural resources will be improved, maintained, and restored by providing erosion control, reducing sedimentation, improving fish/aquatic species passage, hydraulic conveyance, wetland creation, and restoring the overall habitat quality to support ecologically diverse and resilient training lands which may include repair and minor construction.

Period of Performance: 12 months from award, with up to 4 additional follow-on years based on availability of funding.

General Information

Quality Control (Value Assurance): The Government wants to ensure that proper oversight of ITAM activities is conducted through the life of the Task Order and the NFE, a teaming partner with the Government, has a responsibility to oversee that ITAM work is successfully and safely implemented through a Quality Control (Value Assurance) process. For this Task Order, the NFE will be responsible for providing the Government team an understanding of the NFEs Quality Control (Value Assurance) process and how that process will be implemented for the projects within this Task Order. The NFE will designate an individual at each installation whose responsibility will be to ensure the Quality Control (Value Assurance) is followed and implemented per the project requirements of the specific installation.

Federal Government Holidays: NFE is not required to perform services when a Federal Government Holiday is observed.

New Year's Day	1st day of January
Martin Luther King Jr.'s Birthday	3rd Monday of January
Presidents Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	19 th day of June
Independence Day	4 th day of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

Hours of Operation: NFE will provide representative personnel on site to conduct business between the hours of 0600 -1700, unless otherwise specified at the assigned installation. Generally, business hours are Monday thru Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Installation specific work schedules are identified in the installation tasks and in coordination with the IGR, the NFE will provide the level of effort necessary to meet all deliverables as awarded. NFE must maintain, at all times, an adequate workforce for the uninterrupted performance of all tasks defined within this SOO when the Government facility is not closed for the above reasons. When hiring personnel, the NFE will keep in mind that the stability and continuity of the workforce are essential.

Place of Performance: NFE will accomplish the specified tasks at the following government facilities listed by priority and function:

Installation	LRAM	GIS	Remarks
DRFTA, MA	X	X	Required

Security Requirements:

All NFE personnel performing work under this project must have a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05 at time of the proposal submission and must maintain the level of security required for the life of the project.

The IGR in coordination with the NFE's security monitor is responsible for assisting NFEs through the process, which includes ensuring Common Access Cards (CAC) requests are cleared by the local security office where work is to be performed IAW local Standard Operating Procedures (SOP) and published guidance.

NFE and associated sub employees will provide all information required for background checks. The NFE employees will meet installation access requirements as identified by installation Provost Marshal Office, Director of Emergency Services or Security Office prior to reporting for duty. NFE workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this project, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in NFE security matters or processes.

Physical Security

NFE will be responsible for safeguarding all government equipment, information and property provided for NFE use. At the close of each workday, government facilities, equipment, and materials will be secured.

Key Control

NFE will establish and implement methods of making sure all keys/key cards issued to the NFE by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the NFE by the Government will be duplicated. NFE will develop procedures covering key control that will be included in the Quality Control Plan. Such procedures will include turn-in of any issued keys by personnel who no longer require access to locked areas. NFE will immediately report any occurrences of lost or duplicate keys/key cards to the Grants Officer.

In the event keys, other than master keys, are lost or duplicated, the NFE will, upon direction of the Grants Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks will be deducted from the monthly payment due the NFE. In the event a master key is lost or duplicated, all locks and keys for that system will be replaced by the Government and the total cost deducted from the monthly payment due the NFE.

NFE will prohibit the use of Government issued keys/key cards by any persons other than the NFE's employees. NFE will prohibit the opening of locked areas by NFE employees to permit entrance of persons other than NFE employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Grants Officer.

Lock Combinations. NFE will establish and implement methods of ensuring that no lock combinations are revealed to unauthorized persons. NFE will ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures will be included in the NFE's Quality Control Plan.

NFE Training Requirements

Army Training Certification Tracking System (ATCTS) registration for NFE employees who require access to government information systems. All NFE employees and associated sub employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

Cyber Awareness (Information assurance (IA)/information technology (IT)) training. All NFE employees and associated sub employees must complete the DoD Cyber awareness training before issuance of network access and annually thereafter. All NFE employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions. DoD Cyber Awareness Challenge Training is available at the following website:
<https://ia.signal.army.mil/DoDIAA>

Anti-Terrorism (AT) Level 1 training: All NFE employees, to include subcontracted employees, requiring access Army installations, facilities and controlled access areas will complete AT Level I awareness training within 30 calendar days after project start date, or effective date of incorporation of this requirement into the project, whichever is applicable and annually thereafter. For personnel assigned to the Project after the start of the POP, the NFE will submit certificates of completion for the employee or sub employee, to the IGR and GOR within 5 calendar days of new employees commencing performance. AT Level I awareness training is available at the following website: <http://GO.jten.mil>.

For NFEs requiring Common Access Card (CAC): Before CAC issuance and prior to arrival for duty, the NFE employee will obtain a favorable adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The NFE employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DOD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully adjudicated NACI at the Office of Personnel Management.

For NFEs that do not require a CAC, but require access to a DoD facility or installation. NFE and all associated sub-NFE employees will comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening database (TSDB) (Army Directive 2014-05 AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative (GR)).

The NFE employee will comply with applicable installation facility and area commander installation/facility access and local security policies and procedures (provided by government representative).

iWATCH Training. NFE and all associated sub-NFEs will brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the GOR. This training will be completed within 30 calendar days of project award and within 5 calendar days of new employees commencing performance with the results reported to the GOR and IGR NLT 30 calendar days after cooperative agreement award.

OPSEC Training. Per AR 530-1, Operations Security, the NFE employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of assignment to the project and annually thereafter. OPSEC Awareness for Military Members, DoD Employees and NFEs is available at the following website:

<http://cdsetrain.dtic.mil/opsec/index.htm>

Post Award Conference/Periodic Progress Meetings: NFE will attend any post award conference convened by the Cooperative Agreement administration office in accordance with 2 CFR 200. The Grants Officer, GOR, and other Government personnel, as appropriate, may meet periodically with the NFE to review the NFE's performance. At these meetings, the Grants Officer will apprise the NFE of how the Government views the NFE's performance and the NFE will apprise the Government of problems. The Government will take appropriate action to resolve outstanding issues.

Grants Officer Representative (GOR): The GOR monitors all technical aspects of the project and assists in cooperative agreement administration. The GOR is authorized to verify that the NFE performs the technical requirements of the cooperative agreement; perform inspections necessary in connection with cooperative agreement performance; maintain written and oral communications with the NFE concerning technical aspects of the project; issue written interpretations of technical requirements, monitor NFE's performance and notify both the Grants Officer and NFE of any deficiencies, and assist/coordinate site entry of NFE personnel. The GOR is not authorized to change any of the terms and conditions of the resulting order. The GOR will provide prompt notification to the GO of any significant deficiencies with respect to the NFE's performance or other actions which might jeopardize the Project performance.

Government Representative (GR). As the proponent for the SOO, the Installation GR is the primary interface between installation receiving service as defined in the SOO, and USACE. The Installation GR will work with the GOR to ensure compliance for the following:

Verifying that the NFE performs the technical requirements of the cooperative agreement terms, conditions, and specifications as awarded.

Ensuring adherence to the cooperative agreement provisions.

Recording and reporting to the Fort Worth USACE GOR or as applicable, incidents of faulty or nonconforming work, delays, or problems.

Notifying the Fort Worth USACE GOR and GO of deficiencies observed during surveillance to ensure that the appropriate corrective action is taken.

Coordinating with the GOR for verification of NFE need for SSO access to the government network at the respective installation prior to the IGR providing AKO sponsorship.

Receiving input from the installations, and reviewing with the Fort Worth USACE GOR the NFE provided Monthly Status update to accurately identify the work completed and or the status of work not completed. The IMCOM GR will provide feedback to the installations as applicable.

Installation Government Representative (IGR): As identified by each IMCOM Garrison, the IGR will work with the IMCOM GR to ensure compliance for the following:

Verifying that the NFE performs the technical requirements of the cooperative agreement terms, conditions, and specifications as awarded.

Ensuring adherence to the cooperative agreement provisions and to the NFE's own approved QCP, in addition to quarterly review and update of the QCP.

Recording and reporting to the IMCOM GR, incidents of faulty or nonconforming work, delays, or problems.

Notifying the IMCOM GR of deficiencies observed during surveillance to ensure that the appropriate corrective action is taken.

Coordinating site entry for NFE personnel and ensure that any government- furnished property is available when and as required.

Review the IMCOM GR provided Monthly Status update from the NFE to accurately identify the work completed and or the status of work not completed.

Providing sponsorship of Single Sign On (SSO) accounts for NFEs with an official need for Army Knowledge Online (AKO) accounts and subsequent issue of an enterprise email account on the government network.

Coordinating with the IMCOM GR for verification of NFE need for SSO access to the government network prior to providing AKO sponsorship.

Preferred Personnel Qualifications. The following personnel are considered key personnel by the Government: Engineer, GIS Analyst, ITAM Coordinator (where applicable), and Project Manager.

NFE should provide a Project Manager who will be responsible for the performance of the work. The name of this person and an alternate who will act for the NFE when the manager is absent will be designated in writing to the GO before work commences and if these change during the course of the Project.

The Project Manager or alternate will have full authority to act for the NFE on all cooperative

agreement matters relating to daily operation of this cooperative agreement. The Project Manager or alternate will be available between 6:00 a.m. to 5:00p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Preferred Qualifications for key personnel are listed below:

Project Manager- NFE will provide a Project Manager with the knowledge and skill sets for completing ITAM work related to installation specific landscape conditions. NFE should provide a Project Manager with practical working knowledge of the ITAM Program. The LRAM and/or GIS components of the ITAM Program should be the primary areas of expertise. At least three years of ITAM experience and/or natural resources management is preferred.

If one or more of the key personnel, for any reason, becomes or is expected to become unavailable for work under this cooperative agreement for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the NFE should, subject to the concurrence of the GO, provide replacement personnel who possess equal, or better, qualifications as the original employee.

GIS Analyst - The NFE shall provide GIS Analysts with knowledge of SDSFIE and other Federal GIS data standards. The GIS Analysts shall have experience with the Range Complex Master Plan (RCMP), to include: RCMP Tool Functionality; RCMP Mapping Products; and RCMP development process. The Senior GIS Analyst shall have experience providing subject matter expertise to an ACOM, ASCC, and/or a Direct Reporting Unit (DRU) with RCMP-T related tasks as demonstrated in past performance. The GIS Analysts shall have a Bachelor of Arts or Sciences degree from an accredited college or university in a relevant field (e.g. geography, cartography, environmental science, etc).

GIS Specialist -The GIS Specialists shall have an Associate's degree (Bachelor's preferred) in GIS technology, geomatics, environmental sciences, and/or quantitative analysis course. One year or more surveying experience, and familiarity with the Esri ArcGIS Server/Desktop Suite.

All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request must contain a resume for the proposed substitute and any other information requested by the GO. The GO and designated GOR must concur in writing with the change.

Identification of NFE Employees. NFE (to include subs) will provide each employee an Identification (ID) Badge, which includes at a minimum, the Company Name, Employee Name and a color photo of the employee. ID Badges for Key Personnel will also indicate their job title. ID Badges will be worn at all times during which the employee is performing work under this cooperative agreement. Each NFE (to include subs) employees will wear the ID Badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit. NFE (to include subs) will be responsible for collection of ID Badges upon completion of the project or termination of employee. A listing of issued identification cards will be furnished to the GOR, IMCOM GR, and IGR prior to the project performance date and updated as needed to reflect NFE and sub personnel changes.

All NFE personnel attending meetings, answering Government telephones, and working in other situations where their NFE status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by NFEs are suitably marked as NFE products or that NFE participation is appropriately disclosed.

Supervision of NFE Employees: The Government will not exercise any supervision or control over NFE or sub employees while performing work under this project. Such employees will be accountable solely to the NFE, not the Government. NFE, in turn, will be accountable to the Government for NFE or sub employee actions and whereabouts.

NFE Travel: NFE will travel CONUS only during the performance of this project to attend project related meetings, conferences, and training. NFE may be required to travel to project related off-site training locations and to ship training aids to these locations in support of this SOO. NFE will follow 2 CFR 200 regulations.

Other Direct Costs (ODCs): ODCs are provided to acquire equipment, software, hardware, materials, supplies, replication expenses, and associated support/maintenance costs as a reimbursable expense Not-to-Exceed (NTE) the amount stated in the ODCs-Materials CLIN for the project. NFE will follow 2 CFR 200 regulations.

Data Rights: All documents and materials, to include the source codes of any software, produced under this project will be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. Documents and materials may not be used or sold by the NFE without written permission from the GO. All materials supplied under this project will be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights. NFE will follow 2 CFR 200 regulations.

Organizational Conflict of Interest: NFEs and sub employees performing work under this project may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in 2 CFR 200. NFE will notify the Omaha GOR and GO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and will promptly submit a plan to the Grants Officer to avoid or mitigate any such OCI. NFE's mitigation plan will be determined to be acceptable solely at the discretion of the GO and in the event the GO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the GO may affect other remedies as he or she deems necessary, including prohibiting the NFE from participation in subsequent agreement requirements which may be affected by the OCI.

PART 2 DEFINITIONS & ACRONYMS

DEFINITIONS AND ACRONYMS:

GOVERNMENT-FURNISHED PROPERTY (GFP) OR GOVERNMENT PROPERTY (GP).

Property in the possession of, or directly acquired by, the Government and subsequently made available to the NFE.

GRANTS OFFICER (GO). A person with authority to enter into, administer, and/or terminate cooperative agreements, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

GRANTS OFFICER'S REPRESENTATIVE (GOR). An employee of the U.S. Government appointed by the grants officer to administer the contract. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the NFE as long as that direction is within the scope of the cooperative agreement, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the cooperative agreement.

KEY PERSONNEL. NFE personnel that are evaluated in a source selection process and that may be required to be used in the performance of a cooperative agreement by the Key Personnel listed in the SOO. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

Non-Federal Entity (NFE). A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub recipient.

PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

QUALITY ASSURANCE. The Government procedures to verify that services being performed by the NFE are acceptable in accordance with established standards and requirements of this cooperative agreement.

QUALITY ASSURANCE SPECIALIST. An official Government representative concerned with matters pertaining to the cooperative agreement administration process and quality assurance/quality control. Acts as technical advisor to the Grants Officer in these areas.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of NFE performance.

QUALITY CONTROL. All necessary measures taken by the NFE to assure that the quality of an end product or service will meet project requirements.

SUB. One that enters into a contract or agreement with a NFE. The Government does not have privity of contract or agreement with the sub.

WORK DAY. The number of hours per day the NFE provides services in accordance with the cooperative agreement.

WORK WEEK. Monday through Friday, except for Federal holidays unless specified otherwise.

ACRONYMS:

BMP	Best Management Practice
CONUS	Continental United States (excludes Alaska and Hawaii)
DA	Department of the Army
DA EXORD	Department of the Army Executive Order
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DoD	Department of Defense
DOD	Department of Defense
DPTMS	Director of the Plans, Training, Mobilization and Security
EGFD	Enhanced Graphic Firing Desk
ESRI	Environmental Systems Research Institute
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GIS	Geographic Information System
GO	Grants Officer
GOR	Grants Officer's Representative
GPS	Global Positioning System
IAW	In Accordance With
ICW	In Coordination With
IGR	Installation Government Representative
IMCOM	Installation Management Command
IMCOM GR	IMCOM Government Representative
INRMP	Integrated Natural Resource Management Plan
ITAM	Integrated Training Area Management
LPA	Lightening Protection Area
LRAM	Land Rehabilitation and Maintenance
MIM	Maneuver Impact Miles
MIM	Military Installation Map
NLT	Not Later Than
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs

OPORD	Operations Order
PoP	Period of Performance
QAP	Quality Assurance Plan
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Program
RCMPT	Range Complex Master Plan Tool
RFP	Request for Proposal
RTLA	Range and Training Land Assessment
RTLTP	Range and Training Land Program
SOP	Standard Operating Procedure
SOO	Scope of Objectives
SRA	Sustainable Range Awareness
SRP	Sustainable Range Program
SSP	Service Support Program
TE	Technical Exhibit
TRI	Training Requirements Integration

PART 3 DESCRIPTION OF OBJECTIVES. GOVERNMENT and NFE FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

GOVERNMENT FURNISHED ITEMS AND SERVICES:

Services: The Government will provide the facilities and utilities not delineated as NFE furnished in the SOO described herein as Government Furnished Property (GFP). GFP consists of Government-Furnished Facilities, Government-Furnished Utilities, Government-Furnished Equipment (GFE), Government-Furnished Materials, Government-Furnished Information, and Government- Furnished Software placed in the NFE's custody. NFE will not use GFP for any other purpose than execution of work under this SOO.

Facilities: The Government will provide workspace at DRFTA for the NFE staff to provide the support outlined in the SOO to include desk space, telephone, and other items necessary to maintain an office environment.

Utilities: The Government will provide all utilities in the facility provided for the NFE's use in performance of tasks outlined in this SOO. NFE (to include subs) will instruct employees in utilities conservation practices. NFE will be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

Equipment: The Government will provide access to plotters, scanners, and printers required for routine office tasks.

Materials: The Government will provide specifications for materials, herbicides, seed mixes, fertilizer, mulch, and soil at the kick-off meeting.

NFE FURNISHED ITEMS AND SERVICES

General: NFE will furnish all supplies, equipment, facilities and services required to perform work under this project that are not listed under Part 3 of this SOO.

Materials: NFE will furnish materials, supplies, fuel, and maintenance for leased or purchased vehicles necessary to meet the requirements under this SOO.

Equipment: With the exception of paragraph 3.4, the NFE will furnish equipment, NFE staff vehicles, and storage containers to meet the requirements under this SOO.

PART 4 SPECIFIC TASKS

Specific Tasks.

Basic Services: NFE will provide services for Integrated Training Area Management (ITAM) Consolidated Projects SOO.

Project Management: This section contains tasks related to LRAM fieldwork and assessments. NFE is expected to manage project priorities/scheduling, develop annual, monthly status reports and maintain weekly coordination with IGRs on project status. NFE will provide execution reports to DRFTA IGR upon request that include coordination and procurement of LRAM equipment, software, hardware, office supplies, field supplies, vehicles, and fuel for NFE procured vehicles.

Task 1 Project Management Plan (PMP): The PMP documents coordination of project activities to ensure that all stakeholders are kept informed of the project development status, existing or potential problems, and any changes required to manage projects to meet the needs of the installation project stakeholders and decision-makers. NFE may modify the PMP to account for installation specific conditions (e.g., additional consultations). Note: Project execution schedules and timelines within the PoP are iterative. Weather events, unit utilization of training lands, surface danger zones when live fire ranges are active, government priority shifts, local installation training requirements and Federal environmental protection measures such as: the Endangered Species Act, Migratory Bird Treaty Act, National Historic Preservation Act, wetlands mitigation etc. influence when project areas can be accessed. The NFE will determine individual project schedules locally with close coordination with the IGR. Overall SOO planning and management is coordinated through the GOR. Tasks are coordinated through the IMCOM GR and IGR to include the attendance, participation, and providing input to various meetings, conferences, and briefings as required by the Government to facilitate effective communications and information distribution.

The first draft of the PMP will be submitted with the award package. The draft PMP is subject to a five (5) business day Government review and comment period, through the GOR. NFE will submit the final PMP to the GOR within thirty calendar (30) days after the Project is awarded. The PMP is considered a living document subject to changes driven by events and conditions at the service location. The GO will approve all changes to the final PMP.

NOTE - The Army is not averse to considering new NFE-proposed internal management approaches that expedite project accomplishment, as long as these approaches do not conflict with already established policies, legal requirements, or timelines identified within installation specific activities. With the award package, the NFE will submit the first draft PMP that contains, at a minimum, the following information:

A description of the technical approach, management approach, the planning, execution, and completion of the performance objectives.

Alternate execution plans when project execution is changed due to project coordination and approval timelines with other garrison offices, or impeding weather conditions will be approved by IGR in writing.

A template of the Monthly Status Report (MSR) that provides the project status to the IMCOM GR, IGR and the GOR to meet the deliverable in paragraph 5.4 will be discussed and agreed upon at the kickoff meeting.

Task 2 Project Completion Report. NFE will provide the Government with a detailed project completion report, based on the project progress at DRFTA.

The project report will include monthly estimated completion rate of each task, deliverable, and activity according to the description in the SOO for each installation through the term of the PoP. The approved project reporting strategy will be the basis for determining tasks completed, deliverables submitted, and activity milestones met. Any changes to the project reporting strategy during the course of the project are subject to GOR approval in coordination with the IMCOM GR, in coordination with the IGR and GOR.

The first draft of the Project reporting strategy will be submitted with the proposal. The draft Project report is subject to a five (5) business day Government review and comment period, through the IMCOM GR and GOR. NFE will submit the final Project reporting strategy to the GOR and IMCOM GR within thirty calendar (30) days after the Project is awarded. The Project report is considered a living document subject to changes driven by events and conditions at the service location.

The GOR and IMCOM GR, in coordination with the IGR, will approve all changes to the final Project reporting strategy.

Task 3 Monthly Updates. The update should consolidate all tasks, activities, and deliverables completed at each installation during the previous month, and include the activity number, project status, as well as labor hours, and estimated materials/equipment hours used for each project. NFE will prepare the monthly status updates report and submit the final by close of business NLT the last business day of each month.

Task 4 Quarterly Progress Report. The NFE will submit a quarterly performance report for each installation using the OMB approved SF-PPR form. Based on date of award, quarterly are due 30 calendar days after the reporting period.

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the non-Federal entity must inform the Federal awarding agency as soon as the following types of conditions become known:

Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Task 5 Weekly Installation Project Status Updates. NFE Project Manager will coordinate weekly with the IGR concerning project status. The IGR and the NFE Project Manager will determine locally the best COA for providing weekly updates. The NFE will provide weekly status updates to IMCOM GR upon request.

Task 6 Land Rehabilitation and Maintenance (LRAM) Standards. In coordination with the IGR, who represents the DPTMS, Range Operations, Senior Commanders, and other mission stakeholders, and the GOR and IMCOM GR, the NFE will complete projects according to specifications for repair, sustainment, and reconfiguration of projects in support of training missions and conditions or to enable the expansion of current mission into other areas; to meet goals and objectives identified in this SOO. The NFE will also (1) Ensure proper oversight and conduct inventories, ensure operational capabilities, and maintain LRAM equipment; (2) Provide coordination of LRAM crew activities with IGR; (3) Provide material and supply requirements to the IMCOM GR for task completion and maintenance of LRAM equipment. In coordination with the IGR, IMCOM GR, and GOR, the NFE will schedule and complete projects in this SOO to align with constraints identified in each activity.

LRAM Project Design: Not all LRAM projects require design support. In instances where project designs are necessary for project execution, the NFE will execute LRAM project requirements at locations according to approved designs and as described in the SOO. Designs approved by the GOR with design acceptance by the IMCOM GR and IGR, include specific location(s) and extent (area/dimensions), the specific management action(s) being applied, materials and equipment required, and project drawings and photos. The design plans will be provided to the GOR, IMCOM GR and NFE at kick-off meeting at each installation. NFE will implement state approved Best Management Practices (BMP), as previously coordinated with the DPW.

LRAM Project Approvals for Execution: NFE will complete projects approved for execution IAW the GOR and IMCOM GR, with coordination with the IGR. NFE will ensure ITAM actions are compliant with NEPA, the Clean Water Act, the Endangered Species Act, the National Historic Preservation Act, the Clean Air Act, and other applicable laws and regulations prior to project execution. Compliance includes reviewing the Facilities Engineering Work Requests (DA Form 4283) if provided and associated Record of Environmental Considerations (RECs) for Categorical Exclusions (CEs).

CEs pertain to activities that do not require RECs and that are identified for inclusion into the ITAM Work Plan under this SOO.

LRAM Equipment Operation Credentials Verification.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to operate crawler type, diesel-powered, and gasoline-powered engineering and/or farm or industrial-type equipment with wheeled or crawler-type traction including tractors, brush cutters, and motor trucks.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to operate various types of trucks as required in the performance of duties and project maintenance activities such as: pickups, 2 ½ ton dump trucks, 3-ton flatbed, and four-wheel drives.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to push and grade or load and relocate earth, rip rap, gravel, or other materials; clear brush, stubble, tree stumps, and/or other debris; and repair and maintain access trails to training areas. Vehicles will afford sufficient horsepower, proper heavy-duty suspension, possible dual wheels, and four-wheel drive, necessary to move trailer-d heavy equipment from one place to another, on both improved and unimproved roads, in inclement weather conditions.

The NFE project manager will verify that assigned personnel have experience, skills, training, and licenses/certificates indicating proficiency operating power and manual hand tools and will ensure all licensing and safety requirements are met per OSHA and installation safety requirements.

Task 7, LRAM Equipment/Supply Inventory and Maintenance:

NLT 30 days after project award or NLT 30 business days prior to activity execution date, the NFE will account for and document NFE and Government furnished, equipment/supplies required to complete assigned Project LRAM tasks.

NFE will perform equipment safety inspections prior to daily use, documenting equipment condition.

NFE will maintain equipment, used to complete assigned ITAM project tasks, in safe working order and follow regular service recommendations as determined in Equipment Maintenance Manuals or as directed by the Government maintenance activities. NFE will report equipment breakdowns to the IGR, schedule maintenance for all equipment, and request additional equipment as required.

NFE will obtain parts and repair quotes for equipment required to complete assigned tasks safely.

Prior to scheduling, the NFE will coordinate GFE repairs with the IGR.

NFE will provide supplies (unless otherwise indicated) required to accomplish LRAM tasks.

NFE will provide maintenance, additional attachments, and supplies required to maintain and use installation inspected and approved non-government owned equipment to accomplish tasks described in this project. Adequate maintenance procedures must be developed to keep the property in good condition.

NFE will use appropriate safety equipment, such as gloves, chaps, helmet, and hearing protection at all times to protect workers from injury.

NFE will use proper lifting/loading techniques to load and deliver heavy equipment to project sites.

NFE will maintain property records for each site that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

NFE will arrange and provide transport, loading, unloading, and delivery of NFE acquired equipment and supplies from installation no more than 30 days prior to the start of installation tasks or as coordinated with the IGR. NFE is responsible for receiving and accounting for all acquired equipment and supplies delivered to a given installation. NFE will follow regulations in 2 CFR 200.

Task 8 Equipment Removal/Turn In. NFE will arrange and provide transport, loading, unloading, and removal of NFE acquired equipment and supplies from installation NLT the last day of the PoP. NFE will follow regulations in 2 CFR 200.

Safety

- N6247824MP008ES
- N6247824MP009ES
- N6247824MP007ES
- N6247824MP00BES
- N6247824MP005ES
- N6247824MP00CES
- N6247824MP004ES
- N6247824MP00DES
- N6247824MP00AES

NFE will comply with installation safety regulations per [EM 385-1-1](#) which will be provided in the ITAM Work Plan and provide daily safety briefings to all NFE personnel applicable to tasks scheduled for the day.

NFE will conduct equipment safety briefings required for the operation of all LRAM equipment and ensure that all safety requirements are adhered to at all times.

NFE will verify appropriate safety training is received in order to properly operate equipment according to OSHA standards and guidelines.

NFE will maintain records of inventories, Preventive Maintenance Checks and Services (PMCS), and daily equipment safety inspections used to complete assigned LRAM tasks.

NFE will ensure NFE staff(s) are capable of using automated data collection and management tools such as GPS receivers and database software purchased to complete activities in this project.

Equipment and Supply Transport/Delivery NFE will load and unload trucks and other conveyances used to move supplies and equipment required for each assigned task.

NFE will move supplies and materials to proper location by wheelbarrows or hand trucks; stack materials for storage or binning; dig, fill and tamp earth excavations; level ground using pick, shovel, tamper, and/or rake; shovel concrete; cleans culvert and ditches; cut trees and brush; and operate power mowers.

Herbicide Application. For all tasks involving the application of herbicides, the NFE will verify that personnel applying herbicide have completed state certified pesticide applicator training and are certified by the state where the installation is located. When applicable, the NFE ITAM Coordinator will coordinate with and report all applications to the installation pest management lead for inclusion in the installation Integrated Pest Management Plan (IPMP).

Geographic Information System (GIS) Management. The objective of this SOW is to provide GIS support capabilities to 9 separate Army installations. SRP GIS creates, analyzes, manages, and distributes standardized geospatial information, products, and services to support range modernization, range operations, the ITAM Program, and training missions on the installations in this task order. SRP GIS support functions are inherently iterative, require frequent coordination, reviews and approvals with other Garrison offices, and are subject to individual installation timelines and processes.

The NFE is responsible for GIS duties in support of the ITAM programs at DRFTA.

The NFE shall provide maps and analysis for range and training land decisions and ITAM Component activities (i.e. Land Rehabilitation [LRAM] and Management, Range Operations, and Range and Training Land Assessments [RTLTA]) in the ITAM Work Plan for current year and out year requirements.

The NFE shall provide and update all ITAM GIS support products for projects executed within the period of performance (PoP) for this SOO.

In the performance of all GIS tasks, the NFE shall adhere to Federal, DoD, and Army geospatial data standards; the US Army Installation Geospatial Information & Services (IGI&S) Data Proponency, Common Installation Picture (CIP), and Quality Assurance Plan (QAP) Memorandum, DAMO-TRS SRP Geospatial Data Development Strategy Memorandum, and associated geospatial data Quality Assurance Plans (QAPs) and guidance. Standard map scales are 1:25,000 and 1:50,000 scale. Larger scale maps may be required for individual training events or facilities. Maps are provided electronically (e.g., GeoPDF format) via email, at SRP GIS walk in center (paper and DVD copy), through installation portal, via SRP Web Portal, and/or at Kiosk.

The NFE will provide standard and customized maps to support unit training: standard Military Installation Map (MIM), mission planning maps, training plans, live-fire shot sheets (with SDZs), and maneuver area/corridor maps, maps of individual training facilities/areas including, maneuver training areas, landing zones, MEDEVAC, infantry movement corridors, aerial operations, special-use imagery maps, transportation, land navigation, and special use training sites.

Build and maintain SRP Geospatial Data in support of Army Strategy--includes development, maintenance, upgrade, reporting, and QA corrections for all SRP proponent data layers in compliance with Army Strategy and Command Geospatial.

Provide GIS training for Range Safety staff as needed. The NFE shall prepare/provide geospatial data and analysis and cartographic support to Range Operations that includes planning and range schedule/planning reviews; this shall include danger zones for weapon systems and munitions, and noise contours using the RMTK suite of applications. The NFE shall maintain and configure geospatial data to support automated range scheduling.

Range Facilities Management Support System (RFMSS) enhanced Graphic Fire Desk (eGFD). RFMSS as a Training Support System (TSS) enabler is designed to support operational and generating force training management. RFMSS simplifies and enhances the process of range and training facility scheduling and management functions. RFMSS assists installation staff in accounting for and managing all phases of unit training. RFMSS is required to maintain current status of all range activities. Current range status is especially crucial to personnel safety regarding use of live ammunition, aircraft, and other vehicles.

The eGFD enhances geospatial situational awareness for RFMSS Fire Desk Operators. Among many other features, Surface Danger Zones (SDZs) and Weapon Danger Zones (WDZs) will be uploaded from an export of Range Managers Toolkit (RMTK) and the new enhanced GFD (eGFD) will display the appropriate SDZs/WDZs in real time to provide an accurate description of safe and unsafe areas on the range.

The NFE shall perform the eGFD fielding that falls within the PoP of this SOO. Where the eGFD is fielded, the NFE shall perform data development and formatting, and upload and

maintenance of geospatial data and maps ensuring proper attribution and make certain the data complies with RFMSS guidelines. Updated geospatial data updates are required no later than 2 business days from initial request.

The NFE shall make the maximum use of the Military Installation Map (MIM) inventory at <https://srp2.army.mil/gis/MIM/Forms/AllItems.aspx> in support of this project.

Installation Specific Activities: NFE will accomplish activities below as described. NFE will reference the Project number when updating the work plan and when providing the status of each task for tracking purposes.

Installations to be supported under this cooperative agreement: DRFTA

LRAM SUPPORT

In adherence to the Sikes Act, conduct activities to repair, maintain, and rehabilitate landscape conditions in support of installation training missions. Primary activities are vegetation management, soil stabilization, and training land mitigation and compliance. These activities occur on: Maneuver training areas, Tactical assembly/bivouac sites, Helicopter landing zones/pickup zones, Artillery firing points, Mortar firing points, Observation points, Forward air refueling points, Land navigation courses, Amphibious launch sites, Tactical use, movement, and maneuver trails, and facilities and ranges where maneuver damage occurs as part of tactical training exercises.

Vegetation Management- includes reducing vegetation to allow for line of site and maneuverability. Management activities are mechanized and hand clearing. ***See installation specific ITAM Workplan.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. (LRAM designs and approvals are inherently iterative and must respond to changing priorities and land conditions.)
- Mowing/Bush Hogging
- Mechanized Brush and Small Tree Removal, Thinning, Clearing (Rotary Cutter, FECON, Hydro-ax)
- Hand Clearing (Chainsaw)
- Drum Chopping
- Herbicide Application (Aerial and Ground)
- Stump Grinding

Soil Stabilization- includes seeding, soil compaction, and rock application to stabilize loosely bound soils in support of soldier safety and training land sustainability. ***See installation specific ITAM Workplan for project details.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. LRAM designs and approvals are inherently iterative, and must respond to changing priorities and land conditions.
- Gravel and Aggregate Application
- Rip Rap Application
- Articulated/Cable Concrete Application
- Disking/Plowing/Subsoiling for seeding
- Fertilizing and/or Applying Lime
- Hydro-Seeding
- Apron Application
- Creating and/or Maintaining Turnouts and Diversion Ditches
- Grass Lined Channels
- Creating Water Bars
- Applying Rock Check Dams/Filter Dams
- Hard-Lined Channel Development
- Installing Low Water Crossings
- Live Staking/Live Fascine
- Installing Sediment Barriers (to include silt fencing)
- Mulching (Wheat Straw, wood fibers, etc... application)
- Installing Gully Plug(s)
- Terracing
- Seeding
- Culvert Placement (Repair, Maintenance)
- Forming Sediment Basins
- Installing Sediment Traps
- Erosion Control Blanket Application
- Installing Gabions
- Ditch Line Establishment/Maintenance (Tactical use trails)
- Cut and Fill
- Soil Compaction
- Crowning Trails, insloping and outsloping trails
- Developing a Level Spreader for Water Disbursement
- Grading/Shaping
- Developing Vegetative Buffers/Filters
- Developing Broad-Based Diversion Dip
- Creating Turn Pads
- Geotextile Application and Geo-Web Application
- Applying Fill Dirt

Mitigation and Compliance- Mitigation and compliance activities are related to clean water act permitting, archaeological site capping, and marking threatened and endangered species sites. Such actions must be conducted in cooperation with the natural resources, cultural resources, and environmental departments located within the Department of Public Works (DPW). ***See installation specific ITAM Workplan for project details.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. LRAM designs and approvals are inherently iterative, and must respond to changing priorities and land conditions.
- Clean Water Act Permitting: Acquiring storm water permits (i.e., NPDES) and developing Best Management Practices (BMPs) required for LRAM repair, maintenance, and reconfiguration projects.
- Capping archaeological/cultural sites for the purpose of providing maneuver, movement, and tactical training. Design specifications for protective caps need to be made in cooperation with installation Cultural Resources staff to ensure efforts are approved by the State Historic Preservation Office (SHPO), and where applicable, federally recognized Native American Tribes and other groups with vested interests.
- Marking of Threatened and Endangered Species (TES) Sites or Habitat, and Cultural Sites: This can include placement of Seibert Stakes or other markers around Threatened and Endangered Species (TES) and archaeological/cultural sites to designate these areas as off limits to training.

RTLA SUPPORT

None required at DRFTA beyond those described below as part of GIS services.

GIS SUPPORT

Develop, update, and manage SRP proponent geospatial data layers to support Range Operations, Range Modernization, Program Development of Training Mission Support Products, GIS Data Development and Sustainment, ITAM, and fulfill associated GIS administrative tasks.

GIS Administration- Manage SRP GIS by contributing to the development and maintenance of an annual Plan and Workplan, administration of schedules, preparing required reports, acquiring office and computer supplies, coordinating information technology support, and conducting required travel and training. SRP GIS support functions are inherently iterative, require frequent coordination, reviews, and approvals with other Garrison offices, and are subject to individual installation timelines and processes. ***See installation specific ITAM Workplan activities for additional details.***

Tasks can include:

- Coordinate with the ITAM Coordinator, GIS Coordinator and other Range staff to identify GIS related software updates/requirements, hardware replacement/requirements, supplies, imagery acquisition requirements, and other data acquisition needs.
- Facilitate training and travel requirements for SRP GIS staff; Map out Department of Army (DA) reporting schedules, and major program deliverable schedules.
- Coordinate with the installation Network Enterprise Center (NEC) for SRP GIS software and IT-related support (e.g., software installation, license upgrades); manage ESRI software under the SRP ESRI Enterprise License Agreement (ELA)

- Maintain a GIS support logs of all geospatial data layers developed and map products produced.
- Oversee SRP GIS task execution and/or contract requirements; document execution in the ITAM Workplan
- Attend installation IGI&S and Army GIS working group meetings.
- Provide SRP GIS reports including monthly status reports (MSRs), task execution reports, and input for ITAM Plan annual execution report. Identify draft budgets necessary to support these items and provide information for inclusion in ITAM Workplan. To perform these actions
- Adhere to Federal, DoD, and Army geospatial data standards; the US Army Installation Geospatial Information & Services (IGI&S) Data Prepotency, Common Installation Picture (CIP), and Quality Assurance Plan (QAP) Memorandum, Department of the Army Management Office– Training Simulations (DAMO-TRS) SRP Geospatial Data Development Strategy Memorandum, and associated geospatial data Quality Assurance Plans (QAPs) and guidance.
- Ensure that support personnel executing SRP GIS functions are trained and knowledgeable in SRP, Army, and Federal geospatial data standards (which include, but are not limited to: SRP Geospatial Data Quality Assurance Plans (QAPs), Federal Geographic Data Committee (FGDC), and the Spatial Data Standard for Facilities Infrastructure and Environment (SDSFIE) suite of standards).
- Ensure support personnel executing SRP GIS functions remain fully trained and maintain capabilities to implement the most current versions of these capabilities and the current releases of GIS, Global Positioning System (GPS), and image processing software, including: ESRI ArcGIS and ArcPad, TerraGo, GeoPDF, Trimble Positions, ERDAS Imagine, and LizardTech MrSid applications. Ensure support personnel executing SRP GIS support tasks successfully complete Range Officer Professional Development (ROPD), or equivalent level of technical training, familiarization, and/or qualification.
- Ensure personnel conducting Range Operations/Safety GIS related functions/capabilities (i.e., the use of the Range Manager's Toolkit [RMTK]) have successfully completed the Range Safety Course (Intermediate), or equivalent level of technical training, familiarization, and/or qualification. Ensure personnel are thoroughly knowledgeable of AR 350-19, AR 385-63, AR385-10, Department of the Army (DA) Pamphlet (PAM) 385-63, DA PAM 385-64, Training Circular (TC) 25-8, TC 25-1, and military weapon systems.
- Per the SRP ESRI Enterprise License Agreement (ELA) Management standard operating procedure (SOP), use My ESRI to manage ArcGIS licenses associated with the installation ESRI customer number. Update organization details, contacts, and manage user permissions on My ESRI in meeting the requirements of this task. Ensure that the appropriate onsite SRP GIS, ITAM, and/or Range Operations personnel have the required permissions on My ESRI to update organization information and manage ArcGIS licenses associated with the installation ESRI customer number. Submit new ArcGIS license requests IAW the process documented in the SRP ESRI ELA Management SOP. Manage and track ArcGIS licenses provided under the SRP ESRI ELA.
- Develop/update/manage and close out as completed ITAM Workplan activities.

- Update current/execution year ITAM Workplan, to include rescheduling unexecuted activities to future FY workplan years.
- Working with the ITAM Coordinator and/or Range Officer, develop and coordinate status information for input to the Installation Status Report (ISR).

GIS Support to Range Operations- Provide geospatial analysis and cartographic support to Range Operations. *See installation specific ITAM Workplan activities for additional detail.*

Tasks can include:

- Attend meetings weekly as required with Range staff to identify geospatial data and mapping requirements in support of Range Operations.
- Prepare/provide geospatial data, perform geospatial analysis, and provide map products to support range operations planning, and range scheduling/planning reviews, including the creation of danger zones, the development of noise contours, and the development of range operations map products using the Range Managers Toolkit (RMTK) suite of applications.
- Perform Range Facility Management Support System (RFMSS) enhanced Graphic Fire Desk (eGFD) fielding tasks per the DA, DAMO-TRS SRP Range Facility Management Support System (RFMSS) eGFD Deployment Memorandum. Maintain and configure geospatial data to support automated range scheduling. Perform geospatial data development, formatting, upload, and maintenance of geospatial data and maps necessary to support the RFMSS eGFD. Data will include layers, MIMs, and aerial imagery as requested by Range Operations. Serve as liaison to SRP technical staff for bug reporting and upgrades.
- Maintain and configure geospatial data to update map documents as map design evolves.
- Facilitate and coordinate basic GIS training for range personnel.
- Maintain and update map documents as design evolves.
- Facilitate and coordinate basic GIS training for range personnel.

GIS Support to Range Modernization- Gather and create geospatial data and perform geospatial analysis to support Range Modernization planning charrettes and Range Modernization reconfigurations to include range siting. *See installation specific ITAM Workplan GIS activities for additional detail.*

Tasks can include:

- Develop range project maps in accordance with Department of the Army, Range Complex Master Plan (RCMP.)
- Develop maps depicting landscape conditions, constraints, alternatives analysis, restrictions, operational overlay, safety/regulatory/stewardship, airspace, and critical infrastructure.
- Develop Safety/Regulatory/Stewardship Considerations Map
- Develop Airspace Maps
- Develop Range Project Maps

- Develop Operational Overlay Maps

GIS Program Development of Training Mission Support Products- Provide training support products in direct assistance to the execution of training strategies and missions, at all echelons, on the installation's ranges and training lands. Develop and maintain geospatial data, perform geospatial analysis, and create training support cartographic products (i.e., maps). ***See installation specific ITAM Workplan GIS activities for additional detail.***

Tasks can include:

- Develop, maintain, and update Military Installation Maps (MIMs) with the required geospatial data layers in accordance with MIM Production Guidance Documentation (MPGD) to support mission requirements.
- Maintain, develop, and retain a copy of the geospatial data associated with each MIM to include required geospatial data layers to fill the MIM map extent. Digitally update each MIM annually (in GeoPDF format) unless changes have not been made to range and training land designations and configurations or to training support infrastructure.
- Provide a copy of the geospatial data layers to the installation for development of special map products to be used by rotational training units.
- Provide standard and customized maps to support unit training making maximum use of the Military Installation Map (MIM) Inventory available on the SRP Web Portal (<https://srp2.army.mil/gis/MIM/Forms/AllItems.aspx>). Specific map outputs include but are not limited to: standard Military Installation Map (MIM), mission planning maps, training plans, live-fire shot sheets ((with surface danger zones (SDZs)), maneuver area/corridor maps, and maps of individual training facilities/areas.
- Develop daily planning maps as an overlay that reflects training footprints and training facilities assist in identifying suitable ranges and maneuver lands required for scheduling, and represents adjustments based on range scheduling or field conditions that impact the scheduled training event(s). Respond to changing training schedules and/or training location changes stemming from weather, safety, or other factors. Updated support maps may be required in as little as one hour to meet training schedule needs.
- Develop land navigation maps in support of custom courses as needed for unit training.

GIS Data Development and Sustainment- GIS technical support shall develop, update, manage, report, and maintain the DAMO-TRS (SRP) proponent Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) Army Adaptation geospatial data layers in accordance with the DAMO-TRS SRP geospatial Data Development Strategy, the SRP geospatial data Quality Assurance Plans (QAPs), and the SDSFIE Army Adaptation. Serve as the installation/site(s) Data Steward for all DAMO-TRS (SRP) proponent geospatial data layers. Coordinate all range related facility data with the installation real property office to ensure correct real property attributes are included in the geospatial data and real property databases. Staff, review, and validate data by the installation subject matter expert (SME) for each data layer (i.e. Range Officer, ITAM Coordinator, Range Safety Officer, etc.). ***See installation specific ITAM Workplan GIS activities for additional detail.***

Tasks can include:

- Develop and validate DAMO-TRS (SRP) proponent geospatial data layers for compliance with the respective QAP.
- Complete quality assurance/quality control (QA/QC) of each geospatial data layer and associated metadata.
- Submit the data to the installation functional SME (i.e., Range Officer or equivalent) for review of completeness and accuracy.
- Submit geospatial data to the SRP Geospatial Support Center (GSC) for review.
- Conduct reviews of QAPs for geospatial data layers under the Data Steward's responsibility.
- Submit data to the IGI&S Support Center (Office of the Assistant Chief of Staff for Installation Management [OACSIM] IGI&S) and the SRP GSC.
- Submit map project files, associated data tables, associated map export files, symbology files, metadata, briefings, and all associated documentation collected, developed, and maintained in support of SRP GIS and related SRP functions to the SRP GSC.

GIS Support to ITAM- Provide maps and analysis for training land decisions and ITAM component activities such as LRAM and RTLA. ***See installation specific ITAM Workplan GIS activities for additional details.***

Tasks can include:

- Develop landscape condition maps for training area exercises.
- Develop project maps illustrating LRAM work parameters.
- Create maps for inclusion to the ITAM Workplan for LRAM and RTLA Project approvals.
- Develop planning level maps for LRAM project execution and identify valued cultural and natural resources.

9.0 Post Award & Invoice Processes

9.1. 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.

9.1.1. 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

9.1.2. 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.**

9.1.3. SF270 Request for Advance or Reimbursement

9.1.3.1 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/>.**

9.1.3.2. 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.**

9.1.4. 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.

9.2. 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>.

PART 6 APPLICABLE PUBLICATIONS

APPLICABLE PUBLICATIONS (CURRENT EDITIONS): NFE (to include subs) must abide by all applicable regulations, publications, manuals, and local policies and procedures. NFE will use the references listed below to support SOO execution, to develop and provide the services and products required in this SOO. All guidance documentation will be “as of” current release at date of the Request For Proposal (RFP) unless otherwise noted below; however, it is the NFE’s responsibility to ensure current documentation is utilized to execute tasks throughout the entire Project (TO) Period of Performance (PoP):

Army Regulation 350-19, The Army Sustainable Range Program, 30 August 2005.

Memorandum, DAMO-TRS, Subject: Funding Guidance for Management Decision Package (MDEP) TATM, 07 October 2022.

Department of the Army, DAMO-TRS Range and Training Land Complex Maintenance Memorandum, 30 August 2007.

ITAM Plan and Work Plan Basics Training Slides, available on the Planning/Budgeting Page, SRP Web Portal, <https://srp2.army.mil/ITAM/Pages/PlanningBudgeting.aspx>

Installation Range Safety Standard Operating Procedures (SOPs).

Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) (Army Adaptation). Downloadable from the SDSFIE web page <http://www.sdsfieonline.org/>.

Department of the Army, US Army Installation Geospatial Information & Services (IGI&S) Data Proponency, Common Installation Picture, and Quality Assurance Plans Memorandum, 15 August 2008.

Department of the Army, SRP Geospatial Data Quality Assurance Plans (QAPs), Version 3.1, 11 Aug 2014.

Department of the Army, SRP Esri Agency Central Support Standard Operating Procedure (SOP), V4, 13 May 2015.

Department of the Army, SRP Esri Enterprise License Agreement (ELA) Management SOP, V5, 11 May 15

Department of the Army, Training Circular 25-8, Training Ranges, 2 November 2021.

Department of the Army, Training Circular 25-1, Training Land, 31 July 2020.

Department of the Army, Army Regulation 210-20, Real Property Master Planning for Army Installations, 16 May 2005.

Department of the Army, Army Regulation 25-1: Army Information Management, 15 July 2019.

Department of the Army, Army Regulation 25-2, Army Cyber Security, 04 April 2019 (Supersedes AR 380-19).

Department of the Army Memorandum, DAMO-TRS Sustainable Range Program (SRP) Geospatial Data Development Strategy, Phase 3, 12 August 14.

Department of the Army, Army Regulation 115-13, Climatic, Hydrological, and Topographic Services, Installation Geospatial Information and Services, 24 March 2017.

Department of the Army, Memorandum: G-37/TR Army Installation OACSIM Geographic Information System (GIS) Requirements, 17 August 2007.

DODI 8510.01 Risk Management Framework (RMF) for DOD Information Technology (IT), 12 March 2014.

Department of Defense, DODI 8500.01, Cybersecurity, 14 March 2014.

IMCOM Narrative Funding Guidance, (as published).

Department of the Army, EXORD 360-08, Establishment of the Training Support System – Enterprise.

Department of the Army, SRPWeb Internet Application: <https://srp.army.mil>

Memorandum, ATIC-LTR, 24 June 2014, Subject: Updated Guidance for ITAM Plans and Work Plans

Department of the Army, Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007.

Department of the Army, Army Regulation 420-1, Army Facilities Management, Rapid Action Review, 24 August 2012.

Memorandum, DAIM-ED, 25 May 2006, Subject: Guidance for Implementation of the Sikes Act Improvement Act.

Department of the Army, Army Regulation 385-10, The Army Safety Program, 24 February 2017.

Department of the Army, Army Regulation 385-63, Army Range Safety, 9 March 2012.

Department of the Army Pamphlet 385-63, Range Safety, 16 April 2014

Department of the Army Pamphlet 385-64, Ammunition and Explosives Safety Standards, 24 May 2011, RAR 10 October 2013

Department of the Army Pamphlet 415-28, Guide to Army Real Property Category Codes, 10 July 2013.

FGDC Content Standards for Digital Geospatial Metadata. Downloadable from the FGDC web page: <http://www.fgdc.gov/>

Department of the Army, Range Complex Master Planning: A User Guide for U.S. Army Installations, Version 1.2, 03 January 2014.

Department of the Army IGI&S Geospatial Data QAPs, 01 February 2014

Army IGI&S Program Geospatial Data Layer QAP General Guidance, Version 2.0, 11 August 2014.

Department of the Army SDSFIE 3.1 Army Adaptation Installation Migration Timeline, April 2014.

Department of the Army SDSFIE Army Adaptation Migration Memorandum, 21 February 2014.

Army IGI&S Program SDSFIE Implementation Guidance, 31 January 2014.

Army IGI&S Program SDSFIE Migration Guidance, 24 January 2014.

Department of Defense Handbook (MIL-HDBK) 828B w/Change 1, Range Laser Safety, 5 May 2011.

International Organization of Standards (ISO) TC / 211, 191XX series Geographic Information/Geomatics, Information downloadable from: <http://www.isotc211.org/>

Defense Installation Spatial Data Infrastructure (DISDI) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) Metadata Implementation Specification (SMIS) Version 1.0.2, 28 August 2014.

Defense Installation Spatial Data Infrastructure (DISDI) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) - Metadata (SDSFIE-M): Conceptual Schema, Version 1.0.2, 28 August 2014.

Department of the Army Memorandum, IA (IA) Training and Certification Tracking System, 8 August 2007.

Department of the Army, Army Regulation 525-13, Antiterrorism, 3 December 2019.

Department of the Army, Army Regulation 530-1, Operations Security, 26 September 2014.

DODI 4500.36-5, Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs), 7 July 2015.

Department of the Army, Army Regulation 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 17 September 2019

Department of the Army Regulation 350-52, Army Training Support System, 17 January 2014

Department of the Army, Military Installation Map (MIM) Production Guidance Documentation (MPGD), 01 March 2013, Information downloadable from:
<https://srp2.army.mil/gis/Documents/MPGD%20-%20March%202013%20Update.zip>

Department of the Army, DAMO-TRS Sustainable Range Program (SRP) Range Facility Management Support System (RFMSS) Enhanced Graphic Fire Desk (EGFD) Deployment Memorandum, 6 October 2014.