

**SCOPE OF WORK FOR
LAS FLORES ADOBE NATIONAL HISTORIC LANDMARK INTERPRETIVE TRAIL PROJECT,
MARINE CORPS BASE CAMP PENDLETON, CALIFORNIA**

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A. INTRODUCTION

The Las Flores Adobe Ranch House, built in 1864-1868, is listed on the National Register of Historic Places (NRHP) and is a National Historic Landmark (NHL). As such, it is afforded the highest level of protection under Section 110(f) of the National Historic Preservation Act. Las Flores Adobe is also located on an ethno historic Luiseno Indian Village of Huisme. Under the NRHP the adobe is eligible under Criterion C (NHL Criterion 4) as an exceptionally good example of the California Ranch House (1886-1888) and in the area of social history under Criterion A (NHL Criterion 1) as an important and late example of the unique rancharo culture and economy (1888-1941). Local level of significance under criterion A as headquarters of a locally important lima bean farm 1888-1941).

Since 1999, the Las Flores Adobe Ranch House has been Environmental Security's oversight and management responsibility and has been subject to an active rehabilitation phase in consultation with the California State Historic Preservation Office. There have been five (5) previous Cooperative Agreements that were awarded to assist Environmental Security's efforts.

The following cooperative agreements are completed:

N62473-06-LTR-0056 to the University of Vermont (Completed) who conducted historic preservation and architectural conservation work at the Las Flores Adobe Ranch House.

N62473-08-2-0014 to the University of Vermont (Completed) who conducted research and removal of the Carriage House Contra Pared and stabilization and partial restoration of Room 1 at the Las Flores Adobe Ranch House.

N62473-13-2-4906 to the University of Vermont (Completed) who implemented interior finishes and furnishings in rooms 4-6 at the Las Flores Adobe Ranch House.

N62473-14-2-0014 to the University of Vermont (Completed) who 1) developed and prepared a site-specific interpretive plan; develop, prepare, and install interpretive material; and create a volunteer training program that is consistent with this plan for Las Flores Adobe Ranch House and Estancia, 2) produce an updated National Register nomination for the Las Flores Adobe.

The following cooperative agreements are ongoing.

N62473-15-2-0012 to the University of Vermont who is installing fixtures and reinstating flooring in Rooms 2 and 5; installing bird netting and deterrents in selected location; conducting annual maintenance of fire suppression system including cleaning air monitoring and replacing filters as needed; developing a landscape plan for the front of the house (south side); implementing select portions of the finishes and furnishings plan for 11, 12, and 15; continue repairing of earthen, lime, and other historic finishes.

This Cooperative Agreement is a follow on project to N62473-14-2-0014, which created the Rancho Flores Adobe National Historic Landmark Interpretive Plan.

B. PURPOSE

The purpose of this contract is to implement the Las Flores Adobe National Historic Landmark Interpretive Plan (2019). This scope of work is to provide educational materials used in public outreach. This work will be undertaken in accordance with Section 110 of the National Historic Preservation Act and 36 CFR 60. All tasks under this contract shall be carried out by professionals meeting the Secretary of the Interior's Professional Qualification Standards (48 FR 44716). Accomplishment of this work assists the base Cultural Resource Management Program in meeting requirements Department of Defense Instruction (DoDI) 4715.16, Cultural Resources Management; Department of Defense (DoD) Measures of Merit; Secretary of the Navy Instruction (SECNAVINST) 4000.35A, Department of the Navy Cultural Resources Program; and Marine Corps Order (MCO) 5090.2A (Change 2, Chapter 8).

C. LOCATION

The study area is located on MCI-WEST Marine Corps Base (MCB) Camp Pendleton and Marine Corps Air Station (MCAS) Camp Pendleton in northwestern San Diego County between the cities of San Clement and Oceanside. The Las Flores Adobe National Historic Landmark is located near the intersection of Stuart Mesa and Las Pulgas roads.

D. DESIGNATED REPRESENTATIVES

1. The Cooperative Agreement Administrator (CAA) is Kevin Magennis, Contract Specialist, Naval Facilities Engineering Systems Command Southwest, 750 Pacific Highway, Floor 12, San Diego, CA 92132-5190 telephone (619) 705-5566, and email: kevin.magennis@navy.mil

2. The Cooperative Agreement Technical Representative (CATR) is Joseph Baumann, Archaeologist, Naval Facilities Engineering Systems Command, Southwest, 750 Pacific Highway, Floor 12, San Diego CA 92132; telephone (619) 705-5561 and email: joseph.baumann@navy.mil

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Installation Representative (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may effect any change to this Cooperative Agreement.

3. The Installation Representative (IR) is Kelli S. Brasket, Cultural Resources Program Manager, MCB Camp Pendleton CA; Telephone (760) 725-9738 and email kelli.brasket@usmc.mil.

The Installation Representative is responsible for providing the CAA, via the CATR, the technical requirements for this Cooperative Agreement's scope of work specifications. The Installation Representative has no authority to make any changes to the Cooperative Agreement, only the CAA may effect any change to this Cooperative Agreement. The Installation Representative has no authority to direct or change any work identified in this Cooperative Agreement.

4. For the purposes of this Cooperative Agreement, the term Recipient shall mean **TBD**. The use of the term Recipient in this Cooperative Agreement includes **TBD** and all designated representative(s).

5. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the US Government. No US Government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

6. The Recipient will designate at time of proposal submission the individual within their organization who is authorized to negotiate with the Cooperative Agreement Administrator. The designation will stipulate the individual's authority to commit the Recipient.

E. PERIOD OF PERFORMANCE

The period of performance (PoP) covered by this Cooperative Agreement is 24 months upon award. The Cooperative Agreement will have one (1) 24-month Base Period, and three (3) Optional Tasks. The parties may extend the term of this Agreement by written modification. The total duration of this agreement shall not exceed 60 months. The award of any optional tasks may be awarded unilaterally anytime within the Base

Period. The exact period of work performance will be determined upon award, the award of any optional tasks is subject to the availability of funds. The end date is the anticipated date that the Final Deliverable is accepted by the Government.

A fifteen (15) day period, starting on date of award, will be used for the Recipient to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates and a Draft Work Plan. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

The Base Period is non-severable completion based that results in a comprehensive deliverable.

Item	Period of Performance	Anticipated Award Date
Base Period	24 months from date of award	Summer/Fall 2021
Optional Task 1	TBD	TBD
Optional Task 2	TBD	TBD
Optional Task 3	TBD	TBD

ADDITIONAL OPTIONAL TASKS

The following are additional options that can be awarded. A summary table showing the options is first, with text with details following.

OPTIONS	DESCRIPTION	Qty	Unit of Issue
Optional Task 1	Eliminate entry points for rodents and repair damage adobe walls, lintels/millwork, and plaster.	1	Unit
Optional Task 2	Repair exterior plaster and stucco on building envelope.	1	Unit
Optional Task 3	Extend Electricity to Hacienda and Monterey blocks and update wiring in the carriage house.	1	Unit

Optional Task 1: Eliminate entry points for rodents and repair damage adobe walls, lintels/millwork, and plaster.

There are dozens of rodent burrows through the adobe walls. If awarded, the Recipient will, with the support and participation of Government personnel, close and repair the burrows in the adobe walls with grout to restore structural integrity. These burrows tend to occur at the bases of walls, where gravity loads are greatest. Repair consists of pumping an earthen grout (amended with lime) using a grout pump. Burrows below the buildings should be filled with river cobble and the openings covered with stainless steel mesh, where possible. Burrowing has resulted in significant loss of adobe materials around some of the doorways in the barn and will likely require removal of doorjamb to lay new adobes into the voids. Holes gnawed by squirrels and mice through wood siding, decking, and millwork need to be repaired. Repairs include installation of wood dutchmen for larger losses, and putty repair of smaller voids. These repairs should address damage to security panels and window screens, which are essential to proper ventilation of the buildings. Topical termite treatments (using a product like Boracare) should be applied to ceiling decks and millwork where there is recent termite activity particularly in Room 14 and in the east end of the barn. Repair deep voids with earthen plaster and apply multiple coats of lime wash; these repairs are required in every room where rodents have been active.

Optional Task 2: Repair exterior plaster and stucco on building envelope.

If awarded, the Recipient, with the support and participation of Government personnel, will repair

damaged plasters and stuccos. The Recipient will need to lime wash these to recover the building envelope. On the building exterior, the most significant problems are on the west side of the Hacienda block, where settlements (which appear to be due to drought conditions) have resulted in cracks in the adobe wall, and stuccos are detached just above grade. Following repair of the stucco, the walls should be lime washed to disguise the repairs, heal minor cracks, and create a weather-resistant surface; extensive lime washing is needed on the Hacienda block and barn.

Optional Task 3: Extend Electricity to Hacienda and Monterey blocks and update wiring in the carriage house.

The Hacienda and Monterey blocks have conduit for electrical wiring. If awarded, the Recipient, with the support and participation of Government personnel, will extend the wiring and electricity from carriage house to all rooms in both blocks. The wiring in the carriage house is old and needs to be updated as part of the scope. Repair adobe wall, plaster, and paint as needed.

F. PROVISIONS TO THE RECIPIENT

MCBCP agrees to the following terms for this cooperative project:

1. MCBCP shall provide the Recipient: (1) a copy of pertinent previous cultural resource materials including reports/archaeological investigations; (2) copies of or access to copies of other applicable cultural resources data housed at MCBCP; and (3) and assistance with installation/range access.
2. MCBCP agrees to provide access to the Las Flores Adobe as needed for this Cooperative Agreement.
3. Funding. MCBCP agrees to provide funds to support the following budget estimate

Personnel

1 Principal Investigator (PI)/Project Manager (PM) (80 hours)

1 Professional Staff (137 hours)

Supplies

Principal Investigator/Project Manager & Other Key Personnel

The Recipient shall provide one Principle Investigator capable and qualified to meet the requirements in the Scope of Work. The person shall, at a minimum:

- Possess at least five (5) years of experience in Historic Preservation with experience in developing/implementing an Interpretive Plan/Trail.

The Applicant shall provide type-written resumes, not to exceed 3 pages each, single spaced with 12pt font.

G. GENERAL REQUIREMENTS

1. The Recipient shall provide all labor, supervision, meals, and lodging for him/herself and his/her personnel. All Recipient equipment is subject to inspection and approval by the Installation Representative.
2. The Recipient shall provide a Principal Investigator/Project Manager with experience in developing/implementing an interpretive plan/trail and compliant with the guidelines set forth in *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (Federal Register, Vol. 48, No. 190, 44716-44742). Personnel shall have a CV demonstrating a skillset commensurate with the duties

described in Section H – Specific Requirements.

3. The Recipient shall visit the designated area as often as necessary and within the limits stated below to accomplish the purpose of this project. The Recipient must comply with all Base security rules, regulations, requirements, and day-to-day operational changes thereto. The Recipient is specifically prohibited from carrying out any activities not specified in this Agreement unless written approval is obtained from the Base Representative.
4. The Government reserves the right, during the term of this Cooperative Agreement, to review work histories of any Recipient's employee for the purposes of verifying compliance with the above requirements. The Government may, in its sole discretion, determine that an employee is noncompliant and require substitution of a compliant employee and such requirement shall not be grounds for equitable adjustment or claim. The Government may, in its sole discretion, reject a proposed employee.
5. If the archaeologist is unable to conduct the duties as described in this Scope of Work, including for reasons unrelated to this project, the Recipient shall replace the individual without any loss in service provided to the Government. The Government may, in its sole discretion, reject the proposed replacement employee.
6. Personnel assigned to, or utilized by, the Recipient in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.
7. Recipient personnel must be proficient in Microsoft Office word processing, Excel spreadsheet, Access Database, presentation software, digital photography, photogrammetry, Geographic Information Systems, GPS units, and terrestrial LiDAR.
8. **Security Clearance:** All personnel working on this Cooperative Agreement shall be United States citizens or shall carry a valid U.S. Immigration Alien/Registration card. All permanent and temporary employees shall be able to communicate in English, both orally and in writing. The Recipient shall be responsible for obtaining any certifications, licensing, and proof of citizenship/alien status that may be required by personnel to support tasks performed under this contract.
9. The Recipient is responsible for providing information required for obtaining clearances, permits, passes, or security badges required for personnel or equipment access. This includes information required for police or background checks or investigations and all other requirements of the issuing activity. Since base access is required for this Cooperative Agreement, DBIDS will be needed. The Recipient shall provide all necessary information to the Government to allow access privileges. All Non-Government personnel working on the Base are required to obtain credentials for entry. Marine Corps Base Camp Pendleton implements the Defense Biometric Identification System (DBIDS), a new Physical Access Control System. Contractors and vendors on official business must obtain a DBIDS credential/pass at Base Access Control (Bldg. 41501T). To apply for a pass, the applicant must present a sponsorship memo (dated within 30-days of application) issued by the Cultural Resources Section, a completed SECNAV form 5512, and a government issued ID (must be a federally compliant REAL ID or passport) to the Base Access Control at the PULGAS GATE for processing. The SECNAV 5512 form and further details can be found at the Base Access website: <https://www.pendleton.marines.mil/Base-Access/Contractors-Vendors/>.
10. The Recipient working within training areas on Base are required to obtain and hold a current Administrative Range Safety Officer (RSO) certification. To receive RSO certification personnel must watch three online videos, read appropriate handouts, and then complete a written test administered by the Range Operations Division. Walk-in testing is available every Tuesday and Wednesday from 0900 – 1215 at Bldg. 250166 in the 25 Area. No appointment is necessary. Each RSO tester must bring the following documents to the test: (1) RSO handout (dtd 29 Aug 2019), and (2) CAMPENO 3500.1 w/ch-1 (dtd 18 Oct 2018). Test is

open book and questions will come from these documents. Contractors may bring either hard copies or electronic documents on a laptop or tablet. Cell phones and cameras are not allowed and documents cannot be shared. Ensure your electronic device is fully charged, power may not be available. These items can be found at: <http://www.pendleton.marines.mil/Staff-Agencies/Assistant-Chief-of-Staff-G-3-5/Range-Operations-Division/>. Prior to taking the exam you must also watch the RSO training videos, which can be found on Camp Pendleton's YouTube page (<http://www.youtube.com/user/PendletonScout?feature=mhee>). There are three parts to the video, titled Range Safety Certification. All personnel should bring photo ID to testing. After the exam, personnel should follow up with the Base Project Manager after a week to confirm that they have passed. Each attendee will remain in the database for three years pending certification of completion through Environmental Security. Once authorized, personnel will be expected to provide their 4-digit range ID number (assigned or chosen during certification) each time they request access to the range. Identification is confirmed via the radio in Range Control's database and access will be granted based off compliance and scheduling.

11. The Recipient shall follow all Range Control scheduling policies and procedures. The Recipient and his/her field investigators will contact Range Control prior to entering scheduled training areas via two-way radios to verify access permission, provide Range Safety Officer (RSO) information including name and unique four digit identification number. Two-way radios are available for daily checkout from the Environmental Security at building 22165, between the hours of 0800 and 1100. The Recipient will be required to sign form 1348-1A upon issuance of equipment, acknowledging they may be held liable for any damaged or lost equipment. A radio must be checked out for each group conducting work on a Camp Pendleton training range. An additional radio is required for any group that will be out of audio/visual range of the first group. Based on availability and the nature of field work, radios may be checked out for longer periods of time in which case the Recipient will arrange their schedule to perform monthly inspections with Base ES (typically in-person visual checks during the first week of August and February and verbal checks during the first week of other months). Radios must be checked back in to Environmental Security by the due date assigned. Recipient will take reasonable precautions to ensure radios are protected from damage, including use of a waterproof cover supplied by the Recipient if necessary. While in the field, RSOs must carry copies of the Military Installation Map (MIM), Environmental Operations Map (EOM), and Training Area Gas Line Restrictions Map (TAGLRM), or selected pages of the EOM and TAGLRM where they are working (hard copy or electronic).

12. The Recipient will request training area access through the Base Project Manager. The Recipient will contact the Base Project Manager to ensure that the training area request is authorized. The Recipient may be required to provide route maps or survey overlays in order to facilitate gaining access to highly used training areas.

13. The Recipient is responsible for ensuring such clearances, permits, passes, or security badges are promptly returned to the issuing activity upon termination of an employee, completion of a project, or termination of this Cooperative Agreement.

14. The Commanding Officer of MCBCP has broad authority to remove or exclude any person in fulfilling his responsibility to protect personnel and property, to maintain good order and discipline, and to ensure the successful and uninterrupted performance of the Marine Corps mission. In the exercise of this authority, the Commanding Officer may refuse to grant personal entry passes or may bar employees, including employees who have been granted a personal entry pass. Refusal to grant an employee a personal entry pass does not relieve the Recipient of the responsibility to continue performance under this contract.

15. The Recipient's employees shall observe and comply with all Base rules and regulations applicable to personnel, including those applicable to the safe operation of vehicles, and shall not be present in locations not required for the proper performance of this Cooperative Agreement.

16. Personnel performing work under this Cooperative Agreement shall be readily identifiable as an employee of the organization through the use of uniforms or name tags, or via an alternate method approved by the Grants Officer.

17. Personnel and equipment entering a military installation are subject to security checks. Personnel shall follow any direction given by Military Police or other security or safety personnel.

18. **Correspondence** – The Cooperator shall provide copies of all correspondence to CATR and IR. The Cooperative Agreement number shown in the heading of this scope of work shall be used on all reports and correspondence relative to this Cooperative Agreement.

19. **Oral Directions** – Verbal directions, instructions, explanations, commitments and/or acceptances conveyed to the Recipient or their personnel by any Government employee shall not be construed by the Recipient as a change in scope to this delivery order. Any change or changes in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the Government.

20. **Public Affairs** – The Cooperator shall refer all press (media) or public contacts, in matters of public concern, to the IR and shall notify the NAVFAC SW CATR of their actions. The personnel shall not discuss any issues with the press or public contacts until authorization has been obtained from the IR and Navy's Public Affairs Officer. The Recipient shall not make available to the news media, nor make public disclosure of, any data resulting from actions in this Cooperative Agreement. The Recipient may not distribute reports or data to any other source, unless specifically authorized by the IR and Navy's Public Affairs Officer.

21. **Ownership of Data and Materials** – Title to all data recovered or generated under this solicitation is vested with the U.S. Marine Corps. The Government has continued ownership and control over the archaeological collections and associated records. All archaeological collections and associated records recovered or generated through the implementation of this contract are Government property as defined by 36 CFR Part 79 and not available for transfer, sale or loan. The contractor is not authorized to repatriate any of the material remains recorded during the implementation of this contract.

22. **Security** – Since the materials and data generated under this solicitation are the property of the Government and since the Recipient will be acting as an agent of the Government, the Recipient shall continually provide for the secure safekeeping of the data, or any other material in their custody.

23. **Publicity** – The Recipient shall not present the material in any format nor release for publication any article, sketch, photograph, report, account, or any other material of any nature pertaining to the work for which services are performed under the terms of this Cooperative Agreement unless written permission is obtained from the IR and Grants Officer.

24. Sections of this Agreement may be added to, deleted, or modified during the year to reflect project changes or new information, such as program cost increases or manpower requirements. Any management activities not specifically provided for within this Scope of Work that are deemed necessary to carry out this Cooperative Agreement shall be discussed with and mutually agreed to by the Recipient, CATR, CAA and IR prior to implementation by the Recipient. Changes to this Cooperative Agreement will be made effective only through a Cooperative Agreement Amendment signed by the Recipient and the Grant Officer.

H. SPECIFIC REQUIREMENTS

This Cooperative Agreement requires the Recipient to implement parts of the Las Flores Adobe National Historic Landmark Interpretive Plan (2019) for a self-guided interpretive trail at MCBCP. The project will include developing outdoor interpretive panels, and a trail with benches leading from the Las Flores Adobe to

the Las Flores Estancia. This project will also include interpretive panels for placement inside the adobe for guided tours. To accomplish this project, the Recipient is required to perform the following tasks:

- Prior to any field work, the Recipient shall submit an Accident Prevention Plan/Activity Hazards Analysis (APP/AHA). The APP/AHA shall be prepared in accordance with the U.S. Army Corps of Engineers (USACE) Safety and Health Requirements Manual, EM 385-1-1. Minimum requirements are outlined in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan." The APP/AHA shall be specific to this project and address any unusual or unique aspects of this project.
- Prior to any field work, the Recipient shall submit a Work Plan. The Work Plan may be combined with the APP/AHA into a single document. The Work Plan shall be a written research strategy tailored to the specific type of service requested in the Cooperative Agreement and will include confidentiality measures. The work plan shall, at a minimum, include an introduction, work requirements and how they will be accomplished, list of personnel and a description of the roles they will fill, detailed resumes outlining their qualifications, and a detailed schedule using MS Project report format with milestones and dates for completion of services requested for each specific task and associated deliverables.
- The Work Plan shall first be delivered as an electronic draft for internal DOD review. The Recipient shall begin work within 10 days after Government approval of the final Work Plan. Two electronic copies will be submitted of the draft and final versions.
- The Recipient shall develop and establish an interpretive trail from the adobe to the estancia. For specific requirements, please see Attachment D - Rancho Las Flores Adobe National Historic Landmark Interpretive Plan.
- The Recipient shall develop and install interpretive signs including graphics. For specific requirements, please see Attachment D - Rancho Las Flores Adobe National Historic Landmark Interpretive Plan.
- The Recipient shall provide and install benches along the trail. For specific requirements, please see Attachment D - Rancho Las Flores Adobe National Historic Landmark Interpretive Plan.
- The Recipient shall develop high quality interpretive panels for the interior of the adobe. For specific requirements, please see Attachment D - Rancho Las Flores Adobe National Historic Landmark Interpretive Plan.

In accordance with the Californian and Pacific Northwest Cooperative Ecosystem Studies Unit Cooperative (CESU) and Joint Venture Cooperative Agreement, Article II. Statement of Work, the CATR agrees to provide substantial involvement to include, but are not limited, the following:

- NAVFAC SW CATR is involved in the development of the Work Plan and APP.
- NAVFAC SW CATR actively participates and collaborates in carrying out the project plan of work and review.
- NAVFAC SW CATR incurs in-kind or direct expenditures in carrying out the activities specified in the statement of work.

I. MEETINGS/COORDINATION

1. The Recipient or his/her designee will attend (in person or via teleconference) a kick-off meeting with the CATR and Installation representatives. The CATR shall arrange the meeting. The meeting shall take place within 10 working days of the Cooperative Agreement award. The purpose of the kick-off meeting is to discuss any questions the Recipient may have regarding the Cooperative Agreement and lay out the framework for accomplishing the requirements.

2. The Recipient shall be available throughout the Cooperative Agreement period for consultation with the Cooperative Agreement and Installation Representatives on matters involving data analysis or development of the report/manuscript. These meetings can be either face to face or via phone conference.

J. SUBMITTALS and SCHEDULES

The Recipient shall provide the following submittals, in the quantities and time frame specified below, to the CATR and IR. The number of reports and format are specified below. The reports shall include a list of persons working on the project, qualifications, and field experience. Specific Work Requirements are detailed below. All results shall be defensible and based on scientific valid techniques and methods. Except where specified separately in this SOW all deliverables shall be submitted in the format specified below. Each deliverable shall be bound separately in an 8 1/2 by 11-inches, three ring binder. Deliverable reports for California shall follow the general format identified in the Archeological Resource Management Reports (ARMR) guideline. All final reports shall include laser color copies and one unbound copy. All references cited in the reports shall follow American Antiquity format except for historical resources report, which shall follow Journal of American History format. Margins shall not be greater than 1 inch in size for the upper, left and right margins. Lower margins shall not be greater than 1½ inches except where for lower margins on last pages of the section or report. The font type and size in the text of the report shall be Times New Roman 12.

Accident Prevention Plan

The Recipient shall submit an Accident Prevention Plan / Activity Hazards Analysis (APP/AHA) in accordance with the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1. Minimum requirements are outlined in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan." The APP/AHA shall be specific to this project and shall address any unusual or unique aspects of this project. (see Section M).

Work Plan

The Recipient shall submit a Work Plan that shall be a written research strategy tailored to the specific type of service requested in the Cooperative Agreement and will include confidentiality measures. The work plan shall, at a minimum, include an introduction, work requirements and how they will be accomplished, list of personnel and a description of the roles they will fill, detailed resumes outlining their qualifications, and a detailed schedule using MS Project report format with milestones and dates for completion of services requested for each specific task and associated deliverables.

Monthly Progress Reports

The Recipient agrees to submit monthly electronic progress reports within one week after the end of each month via e-mail to the CATR and IR. The reports shall provide a description of the work accomplished during the reporting period, including any challenges encountered and recommendations. The report shall include the following: 1) Report Title; 2) Type of report (Preliminary Outline, Initial Draft, Periodic Report); 3) Contractor name and contract number; 4) Date of report; 5) Distribution instructions; 6) Work completed to date; 7) Work proposed for next month; 8) Anticipated challenges.

Draft Materials.

The draft materials shall be submitted to the CATR and IR. After internal review, the Government will send the draft materials to external Government reviewers including but not limited to the SHPO. The draft materials may be submitted electronically for review and comment as specified in the work plan and with the approval of the CATR.

Final Materials.

The final materials shall be submitted to the CATR and IR, 15 calendar days after review and approval of the draft materials by the Government including SHPO review, if required. All digital submittals shall be on CDs (compact disks) formatted for Microsoft Windows compatible computers following the directions as stated below. The final submittal shall require Geographic Information Systems (GIS) data, hard copies of the materials, and two electronic copies of the materials on CD.

Submission. All deliverables shall be submitted to CATR and IR.

Government Review. All deliverables shall be submitted for review and approval by the Government. Government review and approval will be conducted by the CATR, IR, the State Historic Preservation Officer, and Advisory Council of Historic Preservation (as required). The Contractor shall provide response comments 10 days after receiving Government comments to the draft or review submittals. The Contractor shall incorporate **all** Government comments into the final submittals.

SCHEDULE

6.1 The schedule for submittals and milestone dates is as follows.

Deliverables	Copies	Schedule
Draft Work Plan and APP/AHA	2 Hardcopy; 2 CD	30 Calendar Days after kick-off meeting.
Final Work Plan and APP/AHA	2 Hardcopy; 2 CD	15 Calendar Days after kick-off meeting.
Progress Reports	E-mail	Monthly
Mock-up and Draft Materials	2 Hardcopies 3 CD's	150 days after completion of work plan
Final Materials	2 Hardcopies 3 CD's	60 days after receipt of Government comments on Advanced Draft

Geospatial Data Requirements and located in Appendix C.

At the end of the 12-month base-period of the Cooperative Agreement, the Recipient shall compile an interim year-end report using all of the monthly reports, analyses, data, and recommendations performed under this Cooperative Agreement. The report shall be free of grammatical, spelling, and typographic errors. The CATR may reject the draft if the quality of the report (i.e., writing and presentation) is not professional in content or appearance.

K. DATA AND PUBLICATION

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.315 concerning "Intangible Property," which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Cooperative Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The Department of the Navy (DoN) acknowledges and agrees that the Recipient's

fundamental consideration in performing the research under this Cooperative Agreement shall be Recipient's right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Cooperative Agreement to the DoN 14 days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: "This work was funded by Marine Corps Base Camp Pendleton."

3. Any publications resulting from this work shall be provided at no cost to the DoN in quantities jointly determined by the DoN representative and the Recipient at the time of publication.

4. Any publications resulting from this work shall comply with any Tribal Requests of confidentiality of data, the Archaeological Resources Protection Act (ARPA), or any request by the government agency for confidentiality of Tribal data.

4. The Recipient shall be responsible for ensuring all personnel participating in activities under this Cooperative Agreement have read and acknowledged the DATA AND PUBLICATION provisions of this Cooperative Agreement.

L. RELEASE OF INFORMATION

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Public Affairs Officer at the Installation and Public Affairs Officer at NAVFAC SW through the MCBCP and CATR.

M. SAFETY

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at section (i) of Appendix A of the EM 385-1-1. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- work on, in, or near bodies of water where there a danger from drowning
- use of heavy equipment, e.g. backhoes, excavators, bulldozers, etc.
- excavation, backfilling, and compaction
- use of man lifts, ladders, and other climbing apparatus
- use of weight handing equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

A Site Safety and Health Plan (SSHP) is also required if the work involves potential exposure to hazardous, toxic or radioactive waste (HTRW). The minimum requirement for the SSHP is in Section 33 of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) for all tasks reasonably anticipated to be performed as part of

this scope of work. Format and instructions for the AHA is in section 1 of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP and AHA are: EM 385-1-1 (or latest addition), and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authorities (SW EV Safety Office, CATR, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP. SSHP is also an attachment required by the APP if a project includes potential exposure to HTRW. Government CATR should verify with the SW EV Safety Office prior to directing the recipient to prepare a SSHP.

The APP, SSHP and AHA will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoD. The Recipient shall certify to CATR that the final APP, SSHP and AHA have been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP, SSHP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSHO is required to have completed the 10-hour OSHA Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The recipient will provide a Monthly Exposure Report (MER) and will attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV). While the recipient is performing the job on-site, a SW EV Safety representative may perform an SAV. The recipient is required to comply with the contents of the final APP (with the AHA and/or SSHP, as applicable). Any modifications to the APP shall be approved first by the GDA prior to continuing work. Also the recipient has to comply with the requirements of the Section 1, Program Management, of the EM-385 -1-1, while at the job site.

N. HOLD HARMLESS

1. The US Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and contractors. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, servants, agents, guests, invitees, or contractors. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or contractors. This covenant shall survive the termination of this Cooperative Agreement.

2. In the event of damage, including damage by contamination, to any US Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the US Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the US Government.

O. INSURANCE

1. At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the US Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit of \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or contractors under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the US Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

2. All insurance required of the Recipient hereunder shall be in such form, for such periods of time and with such insurers as the US Government may require or approve. All policies or certificates issued by the respective insurers for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the US Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the US Government or any other person concerning such amount or change in coverage.

3. The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section O, including coverages specified in Attachment A hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment A to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.)

4. During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its contractors or agents or any contractor performing work at the Recipient’s or agent’s request on the affected US Government Premises to carry and maintain the insurance required below:

“Comprehensive general liability insurance in the amount of \$1,000,000.00”

5. The Recipient and any of its contractors or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

6. In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section O, the Recipient shall promptly

give notice thereof to the US Government and, to the extent of its liability as provided in this Section O, shall, upon demand, either compensate the US Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the US Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Recipient for such loss or damage under this Section O, the Recipient shall effect such repair, rebuilding, or replacement if required so to do by the US Government, and such excess of cost shall be reimbursed to the Recipient by the US Government. In the event the Recipient shall have effected any repair, rebuilding, or replacement which the Recipient is required to effect pursuant to this Section O, the US Government shall direct payment to the Recipient of so much of the proceeds of any insurance carried by the Recipient and made available to the US Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Recipient to effect such repair, rebuilding or replacement. In event the Recipient shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Recipient, the Recipient shall promptly refund to the US Government the amount of such proceeds.

P. PAYMENTS

1. Partial payments equal to the amount of work accomplished may be made quarterly during the field work portion; after submittal of the draft report; and after receipt of the final report.
2. The final payment of 20 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section J have been received and accepted by the CATR.
3. Any requirement for the payment or obligation of funds, under the terms of this Cooperative Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Cooperative Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.
4. Payments will be made in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment WAWF Instructions for instructions on payment procedures.

Q. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING

Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data), the Contractor shall report the following information at <http://www.fsrc.gov> for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.
- (b) Name of the subcontractor.
- (c) Amount of the subcontract award.

- (d) Date of the subcontract award.
- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.
- (f) Subcontract number (the subcontract number assigned by the Contractor).
- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (i) The prime contract number, and order number if applicable.
- (j) Awarding agency name and code.
- (k) Funding agency name and code.
- (l) Government contracting office code.
- (m) Treasury account symbol (TAS) as reported in FPDS.
- (n) The applicable North American Industry Classification System (NAICS) code.

By the end of the month following the month of a contract award, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for the Contractor's preceding completed fiscal year at <http://www.ccr.gov>, if –

- (a) In the Contractor's preceding fiscal year, the Contractor received –
 - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of a first-tier subcontract with a value of \$25,000 or more, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for each first-tier subcontractor for the subcontractor's preceding completed fiscal year at <http://www.fsr.gov>, if

- (a) In the Subcontractor's preceding fiscal year, the Subcontractor received –

- (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

If the Contractor in the previous tax year had gross income, from all sources, under \$300,000, the Contractor is exempt from the requirement to report subcontractor awards. Likewise, if a subcontractor in the previous tax year had gross income from all sources under \$300,000, the Contractor does not need to report awards to that subcontractor.

END

ATTACHMENT A

SELF-INSURANCE REQUIREMENTS FORM

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

2. SELF-INSURANCE REQUIREMENTS: If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1.

The following information, written on your organization's letterhead, is also required:

- A brief description of your organization's self-insurance program, with reference to statutory or regulatory authority establishing the self insurance program.
- The name and telephone number of your organization's self-insurance program administrator.
- Reference the appropriate military facility and Cooperative Agreement number.

3. IF YOUR SELF-INSURANCE PROGRAM DOES NOT MEET THE ABOVE MINIMUM REQUIREMENTS:

• Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.

• The following endorsements are required for Excess Liability insurance policies:

- a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."
- c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
- d. "This insurance certificate is for use of facilities at Marine Corps Air Station Yuma under this Cooperative Agreement, No. N62473-21-2-0009."

4. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.

**ATTACHMENT A
NON SELF-INSURED REQUIREMENTS FORM**

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY US GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

- a. Required minimum amounts of insurance listed below:
- | | | |
|----|-----------|--|
| \$ | N/A | Fire and Extended Coverage |
| \$ | 1,000,000 | Third Party Property Damage |
| \$ | 1,000,000 | Third Party Personal Injury Per Person |
| \$ | 1,000,000 | Third Party Personal Injury Per Accident |

2. THE CERTIFICATE OF INSURANCE MUST CONTAIN THE FOLLOWING ENDORSEMENTS:

- a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b. "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."
- c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises **licensed/leased** from the United States."
- d. "This insurance certificate is for use of facilities at Marine Corps Air Station Yuma under this Cooperative Agreement, No. N62473-21-2-0009."
- e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the US Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

3. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.

**ATTACHMENT B
WAWF INSTRUCTIONS**

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:
N62473-21-2-0009.

(1) Document type. The Contractor shall use the following document type(s).

NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N62473/ECOMP
Admin DoDAAC	N62473/ECOMP
Inspect By DoDAAC	N62473/ECOMP
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N62473/ECOMP
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/ECOMP
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

NAVFAC_SW_ECOMP_inspector@navy.mil

joseph.baumann@navy.mil

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Please visit the link below for specific line item payment.

https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions

ATTACHMENT C

Specifications for Geospatial Data

Any maps, drawings, figures, sketches, geospatial data, spreadsheets, or text files prepared for this contract shall be provided in both hard copy and digital form. The hard copy deliverables are defined in another section of the SAES. All GIS submittals shall be coordinated with MCBCP to ensure submittals are compatible with existing MCBCP format.

1. Text, Spreadsheet, and Database Files: The Marine Corps standard computing software is Microsoft Office 2016. Final Reports and other text documents shall be provided in Microsoft Word 2016 format AND Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2016 format. Databases shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to database development, the Contractor shall provide the Government with a Technical Approach Document for approval, which describes the Contractor's technical approach to designing and developing the database. Maps, Drawings, and Sketches (Digital Geospatial Data):

2. Geospatial Data Software Format: Geographic data must be provided in a form that does not require translation, preprocessing, or post processing before being loaded to the Installation's regionally hosted geodatabase. The Contractor shall validate any deviation from this specification in writing with the Government (ES GIS Specialist). Digital geographic maps and the related data sets shall be delivered in the following software format:

GIS: Personal or file geodatabase format using the current version release as stated on the Environmental Systems Research Institute (ESRI*) of Redlands, California website (per year of SOW). The delivered data layer(s) shall be provided with x, y domain precision of 1000 (unless otherwise identified by MCB Camp Pendleton Environmental Security GIS Specialist). The database format shall not be modified by adding extra fields or modifying existing field data types, etc.

3. Geospatial Data Structure:

GIS Data Sets: When developing/delivering geospatial data, the Contractor shall develop the initial structure consistent with the most current version of the GEOFidelis Data Model. The GEOFidelis Data Model shall be followed for geospatial database table structure, nomenclature, and attributes. The Contractor shall consult with the Government concerning modifications or additions to the GEOFidelis Data Model. The Government may approve modifications to the GEOFidelis Data Model if it is determined that the GEOFidelis Data Model does not adequately address subject datasets. Copies of the GEOFidelis Data Model may be obtained by contacting:

Information Systems Section Office:

Attn: Geographic Information Systems (GIS) Technician

Environmental Security, Building 22165

Box 555008-5008. Camp Pendleton, CA 92055-5008

Tel: (760) 763-1990

Email: PNDL_ENV-Information-Systems-Branch@usmc.mil

Feature Class Updates: When delivering updates to existing feature classes, the Contractor shall obtain a copy of the existing subject data in a personal geodatabase to use as a template for all subsequent data collection processes. As Installations sometimes modify the GEOFidelis Data Model structure for many feature classes to accommodate operational needs, the GEOFidelis Data Model structure may not reflect the actual structure used in the live geodatabase. If further modifications to structure are required as a result of this Scope, the Contractor will consult with the Government (Environmental Security GIS Specialist) for direction and final approval.

Geospatial Data Projection:

Geographic data (regardless of format) shall be provided in U.S. Survey Feet and projected into the California State Plane, Zone VI, and FIPS 0406 projection system. The maps and data shall use the GRS

1980 spheroid and the North American Datum 1983/World Geodetic System 1984 (NAD83/WGS84). Epoch 1991.35 shall be used. The vertical datum used is NAVD88. This projection requirement applies to all GIS data layer deliverables as well as all CADD drawings such as as-designed and as-built project plans. Each data set shall have a projection file if appropriate based on format.

Geospatial Data Collection:

Survey grade Global Positioning System (GPS) data collection shall be performed when specified in the statement of work or if the project is a MILCON and/or utility project. Survey grade GPS data collection shall at a minimum use the Geoid2003 CONUS epoch and spatial accuracy requirements for survey grade are 95% of GPS points are within + 6 centimeter. Every effort shall be made to capture feature locations without using offsets unless obstructions are present.

All GPS data collection activities shall be logged with the MCB Camp Pendleton GIS Office and Environmental Security GIS Specialist prior to initiation. GPS data collection shall tie into the MCB Camp Pendleton GPS Base Station and checks shall be made to existing Survey Control Monuments around the area of work (Control Coordinates, Maps & Monument Record Sheets are available from the GIS Office). All checks made to control points must be recorded and discrepancies noted in the deliverables. Data collected but not verified via this method will not be accepted for submittal.

4. Map Products and Support Files:

Finished map products, regardless of final print size, shall be presented separately in both hard copy and digital formats. The hard copy deliverables are defined in another section of this SAES. Final map products shall be delivered in the following digital formats:

- a. PDF Format: Resolution of 300 dpi with no image compression. All fonts must be embedded. The Contractor shall only use fonts that are licensed and available for use by the Government.
- b. JPG (Joint Photographic Experts Group) Format: Resolution of 96 dpi with 24-bit true color.
- c. MXD (ESRI Map Document) Format: All maps constructed shall have the associated MXD delivered to allow for future printing and modification, as necessary, by the Government. MXDs shall use the 'relative paths' option. The Table of Contents (TOC) within the MXD shall be orderly, and contain a logical naming structure.

Note: Map or drawing scales will be determined by the Project Manager, if applicable. Mapping accuracy for the agreed scales will conform to the American Society for Photogrammetry and Remote Sensing (ASPRS) "Accuracy Standards for Large-Scale Maps", "Interim Accuracy Standards for Large-Scale Maps", and "Geospatial Positioning Accuracy Standards". Copies of these standards can be obtained on the Internet at <http://www.asprs.org>, and/or at <http://www.fgdc.gov>, or by contacting:

American Society for Photogrammetry and Remote Sensing
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814-2160

6. Media for Geospatial Data Deliverables:

Geographic data shall be delivered using DOD SAFE site: [https:\(slash\)\(slash\)safe.apps.mil](https://(slash)(slash)safe.apps.mil) and email to: PNDL_ENV-Information-Systems-Branch@usmc.mil.

5. Geographic Data Documentation (Metadata):

For each digital file delivered containing geographic information (regardless of format), the Contractor shall provide documentation consistent with the GEOFidelis Metadata Guidelines, which follow Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (CSDGM).

Both 'Mandatory' and 'Mandatory as Applicable' fields shall be completed for each geographic data set, as well as selected 'Optional' fields. The documentation shall include, but not be limited to, the following:

- The name, description, abstract, and purpose of the data set/data layer.
- The source of the data and any related data quality information such as accuracy and time period of content.
- Descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate

- the data into final geographic data delivery format.
- Details of all checks made to existing control points & any discrepancies noted.
- Type of data layer (point, line, polygon, etc.).
- Field names of all attribute data and a description of each field name.
- Definition of all codes used in the data fields.
- Ranges of numeric fields and the meaning of these numeric ranges.
- The creation date of the map layer and the name of the person who created it.
- A point of contact shall be provided to answer technical questions.

Note: Metadata generation tools included in the ArcGIS suite of software (or equivalent technology) shall be used in the production of the required metadata in XML format. Regardless of the tools used for metadata creation, the Contractor must insure that the metadata is delivered in XML format and can be easily imported to the Installation's enterprise geodatabase. Specific guidelines may be found within the GEOFidelis West Metadata Authoring Guide. A copy of the guide may be obtained by contacting:

Information Systems Section Office:

Attn: Geographic Information Systems (GIS) Technician
 Environmental Security, Building 22165
 Box 555008-5008, Camp Pendleton, CA 92055-5008
 Tel: (760) 763-1990

(NOTE: The metadata should be formatted from the Installation database perspective, not the Contractor project perspective. Therefore, such items as Point of Contact should be the Environmental Security Geographic Information Systems (GIS) Technician currently associated with the data and NOT the Contractor's Project Manager. The Contractor shall use language and format consistent with existing Installation metadata.)

6. Geographic Data Review and Deliverables

The digital geographic maps, related data, and text documents shall be included for review in the draft and final contract submittals. The data will be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with the existing GIS system. The Contractor shall incorporate review comments to data and text prior to approval of the final submittal. All drafts shall be delivered using DOD SAFE site: <https://safe.apps.mil> and email to: PNDL_ENV-Information-Systems-Branch@usmc.mil to conduct QAQC (Quality Assurance/Quality Control).

A. Data Review

Contractor is required to coordinate with MCB Camp Pendleton Environmental Security Geographic Information Systems (GIS) Technician to conduct a data QAQC (Quality Assurance/Quality Control) to ensure it reflect the latest SDSFIE data model and feature class attribute specifications before delivering final GIS contract data.

B. GIS Data Contract Submittals

MCB Camp Pendleton Environmental Security geospatial data deliverables, to include drafts, must be deliver to MCB Camp Pendleton Environmental Security Information Systems Office.

C. Non-compliance geospatial data deliverables will be return to program managers to coordinate corrections with contractors.

7. Ownership:

All digital files, final hard copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of the Installation and will not be issued, distributed, or published by the Contractor.

Contact Information:

For project inquiries, please contact the Project Manager. For specific geospatial questions, upon the

approval of the Project Manager, you may contact:
Information Systems Section Head
Environmental Security
Building 22165
Box 555008-5008
Camp Pendleton, CA 92055-5008
Tel: (760) 725-9749

**ATTACHMENT D
RANCHO LAS FLORES ADOBE NATIONAL HISTORIC LANDMARK
INTERPRETIVE PLAN**

Attachment D is provided in a separate pdf. If you are unable to download a copy of the Attachment D pdf, please email kevin.magennis@navy.mil and kennette.m.esguerra@navy.mil and one will be provided.