

REQUEST FOR STATEMENTS OF INTEREST

Project Title: Cultural Affiliation Study, U.S. Navy Mid-Region, in Connecticut, Rhode Island, and Pennsylvania Installations

1. Project Points of Contact (POCs):

NAVFAC MIDLANT Contracting Officer's Representative (COR)

E. Clay Swindell

9324 Virginia Ave., Bldg. Z-140, Ste. 116

Norfolk, VA 23511

757-341-2027

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The Contracting Officer (KO) has authorized the COR to perform general oversight and technical administration of the negotiated contract. In that position the COR may provide in-scope direction to the Contractor and assures the terms of the negotiated services. The COR administers the scope and outside agency interface and coordinates criteria and technical oversight within the IPT.

NAVFAC MIDLANT Contract Specialist

Heather Dennis, Code EV41

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Norfolk, VA 23511

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The Contract Specialist is responsible for all contract terms, changes, or deviations requiring contract adjustments. No changes to the contract scope will be made or additional work authorized without the prior approval of the KO.

2. Project Milestones:

The Period of Performance (PoP) is 36 Months. The Government-preferred task/submittal schedule is detailed below. The approximate 3-year PoP allows for any unanticipated project delays that might occur due to unforeseen circumstances and/or for potential contractor-requested shifts in the task/submittal schedule detailed below at no additional cost to the Government.

After the kickoff meeting, the Contractor will submit a complete schedule of the milestones (to include time for the Government and the consulting party (e.g., SHPO, tribes, other consulting parties) reviews) and should meet the key milestone dates of the draft research design/work plan, revised draft research design/work plan, final research design/work plan, draft technical report, revised draft technical report, and final technical report as detailed below.

Task	Submittal Dates
Internal Draft Work Plan	Within 60 days of award
Notice to Proceed	TBD
Kickoff Meeting	Within 60 days of NTP
Draft Research Design/Work Plan	90 days from kickoff meeting
Government Comments	30 days from receipt of Draft Work Plan
Revised Research Design/Work Plan	30 days from receipt of Gov't comments
Government Comments	30 days from receipt of revised Draft Work Plan (Includes Tribes Review Period)
Final Research Design/Work Plan	30 days from receipt of Gov't comments
Draft Technical Report	240 days from approval of Final Research Design/Work Plan

Task	Submittal Dates
Government Comments	30 days from receipt of Draft Report
Revised Draft/Final Draft Report & Draft GIS Data	30 days from receipt of Gov't comments
Government Comments	60 days from receipt of Revised Draft Report (Includes Tribes Review Period)
Final Report & Final GIS Data	90 days from receipt of Gov't and/or Tribes comments

3. Submittal Requirements:

All meeting minutes and contract progress reports will be submitted electronically (PDF) via e-mail to the COR and installation CRM. Progress reports may also be submitted in the Government's Wide Area Workflow (WAWF) system at the same time as a corresponding invoice is submitted.

Deliverables shall be submitted as outlined in the table below and in accordance with the SOW.

Submittal	Type of Submission	Number of Hard Copies	Number of Electronic Copies
Kickoff Meeting Minutes	Electronic (PDF)	0	1 via e-mail to COR
Progress Reports	Electronic (PDF)	0	1 via e-mail to COR and uploaded with corresponding invoice to WAWF System
Draft Research Design/Work Plan	Electronic (MS Word)	0	1 ea. via e-mail and/or DoDSafe to COR
Revised Draft Research Design/Work Plan	Electronic (MS Word)	0	1 ea. via e-mail and/or DoDSafe to COR
Final Research Design/Work Plan	Electronic (PDF and MS Word)	0	1 ea. via e-mail and/or DoDSafe to COR
Draft Technical Report	Electronic (MS Word)	0	1 ea. via e-mail and/or DoDSafe to COR
Revised Draft Report	Electronic (MS Word)	0	1 ea. via e-mail and/or DoDSafe to COR
Final Report	Electronic (PDF and MS Word) & Hard-Copy	8 (Mail 2 to COR, and 6 to Installation CRMs (1 ea. to ea. CRM))	9 (1 ea. via email and/or DoDSafe to COR) (Mail 8 CDs: 2 ea. to COR, and 6 to Installation CRMs (1ea. to ea. CRM))
Draft GIS Data Package	Electronic	0	1 (.zip file) via DoDSafe to COR)
Final GIS Data Package	Electronic	0	3 (Mail 3 CDs: CRM, and 1 ea. (.zip file) via DoDSafe to COR)

4. Mailing/Shipping Addresses:

To be provided by COR and/or installation CRMs at time of any hard-copy submittals and/or CD/DVD submittals.

5. Priced Options:

None