

**Statement of Objectives
For**

Conservation/Recreation Interns to Provide Park Maintenance

RFP # W9126G-16-2-RFP-1002

Master Cooperative Agreement No.: W9126G-16-2-0004 Work Order TBD between USACE
and the **Student Conservation Association, Inc.**

1.0 PURPOSE

1.1 The U.S. Army Corps of Engineers (USACE) is the leading federal provider of outdoor recreation and attracts over 335 million visitors annually to our lake and river projects in 43 states. Visitor safety at our projects is a primary concern. The purpose of providing students at each USACE facility is to perform park and trail maintenance. This Work Order is in accordance with 2.2.5.1, Conservation/Recreation Work Crews.

1.2 Participating Lakes and Period of Performance:

One work crew of four will be working at the Trinity Region, which includes Benbrook, Bardwell, Joe Pool, Grapevine and Lewisville. One work crew of two individuals will be working at Lavon Lake. The period of performance will be for twelve weeks.

2.0 AUTHORITY

2.1 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 USACE's responsibilities pursuant to Section 213(a) of the Water Resources Development Act of 2000, further amended by Section 1047(e) and locate at 33 U.S.C. 2339 (a).

3.0 DESCRIPTION OF OBJECTIVES

3.1 **Park Maintenance**

Provide two work crews as described in section 1.2 to be assigned the responsibility of performing park maintenance duties at identified locations. Recipient participants will serve as members of a trail work crew. Work crew members will be supervised on-site and work under the guidance of staff assigned by the manager at each respective lake. Interns will be expected to participate in all aspects of park maintenance, including but not limited to: operation of chainsaw/weed eater/lawn mower, clearing trail corridors of brush and logs, constructing trail tread, steps, rock walls and water diversion structures, installing trail and road signage, painting, and carpentry. Work crew members will use hand and mechanical tools to accomplish these tasks. They will utilize GPS units and digital cameras to document work completed. Work crew members will also work with

USACE volunteers and external volunteer organizations to accomplish some of these tasks.

3.2 SCA is required to provide a weekly stipend as well as a mileage/transportation allowance.

3.3 SCA will provide short term uniforms for each student.

3.4 This work order is not to exceed \$27,000

3.5 Students will be recruited by USACE. Students must provide their own lodging and transportation to their duty location. SCA will provide mileage

4.0 QUALIFICATIONS

4.1 Minimum Qualifications:

- a. Must be 18 years of age.
- b. Must wear required attire by SCA while on duty.
- c. Must possess and maintain valid driver's license.
- d. Possess good verbal and written communications skills.
- e. Physical ability to navigate campground loops, swim areas and visit campsites, lift 50 lbs and carry a 50 lb. object 25 feet (position may require extended periods in the Outdoors during adverse conditions such as heat, cold or rain.)

4.2 Desired Experience (Not Mandatory)

- a. First Aid and CPR certification
- b. Chainsaw operation
- c. Landscaping/yard work experience
- d. Previous Park or outdoor recreation experience as employee or volunteer.
- e. Basic hand tool skills.
- f. Ability to swim

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

5.1 Physical Data:

During the period of performance, all Government furnished office space, telephone, drafting, printing, photocopying and photography equipment will be supplied by each installation and will remain the property of the Government. Army transportation, including fuel, will be provided in performing management activities and fieldwork on the installation, at no cost.

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally owned property remains vested in the Federal Government. The non-federal entity must submit annually an inventory listing of federally-owned

property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

5.2 Facility: Work space may be provided by the Government at each location as requested.

5.3 Equipment:

Government will provide vehicle for on-site transportation providing student has completed defensive driving training that will be provided by the Government. The vehicle will be checked out at the start of the work day and will be returned to the Government facility at the end of the work day, in accordance with the facility's procedures.

Government will furnish all necessary tools, equipment and safety equipment for this work statement.

Government if available can allow the use of government property for this work order.

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6.0 PERIOD OF PERFORMANCE

6.1 - 12 weeks

7.0 COORDINATION

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8.0 DELIVERABLES

8.1 Progress Reports- One (1) typed letter report describing progress on the project. The report is due at the halfway point of the student's period of performance and may be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

8.1 Progress Reports - One (1) typed letter report describing progress on the project. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

8.2 Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE – SWF and the project.

8.3 SCA is required to submit a “Federal Financial Report” (SF-425) on an annual basis. Reports are due no later than 90 calendar days following the end of each reporting period. A final SF-425 shall be submitted within 90 calendar days after the expiration date of the award.

8.4 Annual Report (if the project is longer than one year). One (1) paper copy of a annual report should be submitted no later than one month before end of each year. At a minimum, the report must contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report must summarize work accomplished for the Task. National Operations Center for Water Safety POC Pam Doty will review and provide comments, if any, within fifteen (15) calendar days after receipt. (this sounds like technical language- does this need to be in here exactly as written? Jbl)

8.5 Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report is required to contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report is required to summarize work accomplished for the Task. Pam Doty, (POC) will review and provide comments, if any, within fifteen (15) calendar days after receipt.

8.6 Final Project Report. One (1) paper copy of the final report, incorporating Pam Doty’s (POC) review comments on the draft, if any, should be submitted no later than fifteen (15) days after receipt of Pam Doty’s comments. Additionally, one (1) copy of the final report should be submitted in a MSWord file(s), on digital media.

8.7 Detailed descriptions of any required deliverables required (reports, plans, etc.) and formats. Provide delivery schedules, etc.

8.7. Reporting Requirements. The following forms shall be utilized to meet reporting requirements:

- SF-428 Tangible Personal Property Report
- SF-428 A – Annual Report (reporting Federally-owned property)
- SF-428 B – Final Report
- SF-428 C – Disposition Request

RPSR – Real Property Status Report
RPSR Attachment A – General Reporting
RPSR Attachment B – Request to Acquire, Improve or Furnish
RPSR Attachment C – Disposition Request

- 9.0 Any resulting cooperative agreement is subject to and recipient/cooperator shall comply with 2 CFR 200.313 “Equipment”, 200.314 “Supplies”, and 200.315 “Intangible Property” which includes use of research data.