

PROGRAM ANNOUNCEMENT FOR FY 2015 ENVIRONMENTAL SECURITY TECHNOLOGY CERTIFICATION PROGRAM (ESTCP)

POST-REMEDIATION PERFORMANCE ASSESSMENT

BAA Proposal Submission Instructions

(Reference: Broad Agency Announcement (BAA)-15-0006, May 12, 2015, U.S. Army Corps of Engineers, Humphreys Engineering Center Support Activity)

1. INTRODUCTION

The Environmental Security Technology Certification Program (ESTCP) is the Department of Defense's (DoD) demonstration and validation (Dem/Val) program for environmental and installation energy technologies. ESTCP is seeking proposals focused on follow-up monitoring and evaluation of in situ restoration sites as candidates for funding beginning in Fiscal Year (FY) 2015. Monitoring approaches should focus on sites in which pilot- or full-scale in situ restoration was conducted as part of an ESTCP demonstration or at any DoD pilot- or full-scale in situ restoration site where sufficient data exists to conduct a thorough evaluation. Information about ESTCP Environmental Restoration projects can be found at <https://www.serdp-estcp.org/Program-Areas/Environmental-Restoration>.

This Broad Agency Announcement (BAA) is for Private Sector Organizations. DoD organizations or other federal agencies should refer to the FY15 Federal Call for Proposals located at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>.

1.1 BACKGROUND

ESTCP is a DoD demonstration and validation program for environmental and energy technologies. The overall objectives of the program are to improve DoD's environmental and energy performance, reduce costs and timelines to resolve environmental issues, and enhance and sustain mission capabilities. ESTCP demonstrates and validates innovative technologies that are projected to pay back the investment through cost savings, increased efficiency, and improved environmental outcomes. The program provides funding to government, industry, and academic institutions to conduct demonstrations in the areas of Environmental Restoration, Munitions Response, Weapons Systems and Platforms, Resource Conservation, and Energy and Water. ESTCP demonstrations are conducted under operational conditions at DoD facilities or locations for which DoD holds environmental and energy management responsibility. Demonstrations are intended to generate supporting cost and performance data for acceptance or validation of the technology.

The DoD has funded numerous pilot- and field-scale demonstrations of in situ remediation technologies over the past 20 years. However, most such projects perform careful monitoring and assessment over only a few months to a few years, and questions regarding the long-term performance and impacts have been addressed only rarely. Despite legitimate questions regarding long-term performance, there is a lack of data from field sites on the duration of treatment effects, the potential for long-term rebound, or the possibility of continued improvement in water quality after active

treatment is ended. Given that carefully-monitored active restoration efforts have been performed for over 20 years, there is now an opportunity to develop long-term performance data, and to evaluate the conditions that foster or limit the long-term performance of different technologies. Such data would greatly assist the DoD by reducing risk and costs associated with the more difficult to treat contaminated sites.

1.2 OBJECTIVE

Proposals are requested to conduct follow-up assessments at pilot- or full-scale restoration sites. The objective of this solicitation is to evaluate the long term performance and impacts of site restoration technologies. Specific questions to address include: 1) how long do remediation impacts persist; and 2) what technologies and site conditions are most likely to lead to long-term performance concerns? Specifically for groundwater sites, additional questions to address include 1) how do different groundwater quality parameters change over time; and 2) what mechanisms control long-term groundwater quality?

Selected sites must meet the requirements listed below:

1. In situ restoration technologies implemented at the sites must have been demonstrated at a DoD site with sufficient data collected to allow for a thorough comparison of monitoring data collected during the demonstration and now. The proposer must demonstrate in the proposal that the required data exists.
2. Restoration technologies may have been implemented in situ at the pilot- or full-scale and have been initially successful.
3. Proposers must demonstrate that the site is accessible for additional monitoring and has not been substantially disturbed since the completion of the demonstration project.
4. Restoration projects may have been conducted in contaminated groundwater or contaminated aquatic sediments.
5. Restoration activities should have been completed three or more years ago.

Monitoring approaches can combine standard and innovative approaches; however, the focus must be on the analysis of data and comparison to results collected at the completion of the initial demonstration period. Results should provide relevant data to indicate the long-term efficacy of the restoration technology and its impacts on the subsurface environment and groundwater quality.

The government expects to fund more than one proposal to fully meet these requirements.

1.3 GENERAL INFORMATION FOR PRIVATE SECTOR PROPOSERS

The solicitation will be managed by the ESTCP Office along with the U.S. Army Corps of Engineers, Humphreys Engineer Center Support Activity (HECSA) in Alexandria, Virginia. For contracting information, contact Ms. Susan Hill at HECSA at 703-428-6420 or Susan.M.Hill@usace.army.mil. General procedural questions may be referred to Ms. Jina Banks-Saunders in the ESTCP Office at 571-372-6565. For technical questions, contact Dr. Andrea Leeson at 571-372-6565.

Awardees under this BAA will be selected based on a written proposal only. Based on evaluation of the proposal, each submitter will be notified as to whether the Government wishes to enter into negotiations for the award of a contract. Offerors are advised that only the Contracting Officer is

legally authorized to commit the Government. ESTCP reserves the right to recommend for award any, all, or none of the proposals received. ESTCP also reserves the right to recommend a portion of the work proposed in any single proposal for award. There is no commitment by ESTCP or the HECSA Contracting Officer to make any contract awards, nor shall the Government be responsible for any money expended by the offeror before contract award is made. Due to the volume of proposals anticipated to be received, the Government will not provide debriefs on those that are not selected for award.

1.4 EVALUATION SCHEDULE

Date	Activity
May 12, 2015	BAA Released
June 11, 2015; 2:00 p.m. Eastern Time	Proposals Due to ESTCP
July 2015	Project Selection
August-September 2015	Anticipated Awards*

* Contract award is expected in the fourth quarter of FY 2015, but not guaranteed.

2. COST AND DURATION OF PROPOSED WORK

The cost and time of proposed projects are at the discretion of the proposer; however, it is expected that the proposed projects will be of relatively short duration (12 – 18 months). The proposal should incorporate the appropriate time schedule and cost requirements to accomplish the scope of work proposed. ESTCP staff will evaluate the cost and duration of the project plan in light of the scope of work proposed.

Projects under this BAA will be awarded as Firm Fixed Price (FFP) Contracts.

The required FFP cost section template can be found at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>.

3. PROPOSAL INSTRUCTIONS

To be eligible for consideration, readers wishing to respond to this announcement must submit a proposal compliant with the following guidelines. The Technical Proposal Sections 1-5 shall be no longer than ten (10) pages and type face not less than 11 point. All margins (top, bottom, left, and right) shall not be less than 1 inch. The cover page and the supporting material including the Gantt

chart, curricula vitae, supporting technical data, cost section, and small business plan are not included in the ten-page limit.

3.1 COVER PAGE

Each proposal must include an ESTCP cover page prepared via the Web Proposal Tracking System (WebPTS) module within the SERDP and ESTCP Management System (SEMS) website.

1. Go to <https://sems.serdp-estcp.org>, and follow the instructions to create a user name and password. If you already have an account, log in and click on the WebPTS tab at the top of the screen if you are not already on that page. As you make entries in the cover page, you may save data that have been entered or submit a completed cover page. You must complete and submit a cover page before you can upload an electronic proposal via WebPTS.
2. After you submit your cover page, additional on-screen instructions will be displayed. You must include a signed web-generated cover page as the first page of the proposal. The proposal must be signed by an individual authorized to bind your organization. A cover letter beyond this cover page is neither required nor desired. The cover page is not included in the page limitation.

If you require assistance with WebPTS, contact the ESTCP Office at 571-372-6565.

3.2 TECHNICAL PROPOSAL

The proposal must contain the following information:

1. Short Descriptive Title
2. Lead Organization: Project lead, organization, address, telephone number, fax number, and e-mail address.
3. Site Description: Clearly describe the site and the technology that was implemented, including a summary of operational data and major conclusions of the technology such as was the technology considered a success and what performance data was used to make this determination. Include a description and references for previously collected site data. State the original demonstration objectives, scale of the demonstration, duration of operation, and the status for site access including any subsequent activities that may impact the ability for follow up monitoring.
4. Monitoring Approach Description: This section should include the following information:
 - a. *Objectives*. Briefly state the objective(s) of the proposed effort.
 - b. *Description*. Describe the planned monitoring approach and methodology in sufficient detail to provide an accurate understanding of its scope and functionality
 - c. *Approach*. Structure the approach in terms of tasks to be accomplished. Clearly define the metrics, data requirements, and success criteria. Provide a broad overview of the experimental design. Include a description of the data and statistical analyses that will be conducted. Include any assumptions that have been made for costing purposes.
 - d. *Risks*. Identify potential issues of concern. Identify any assumptions that have been made that, if not realized, could impact the successful implementation of the project. Discuss how risks will be managed.

- e. *Related Efforts*. Provide information on any relationship to other similar projects. Identify funding sources for these efforts.
5. **Expected DoD Benefit**: Describe the expected benefit in terms of impact and/or reduced cost. Provide realistic projections of the number of installations, sites, or end users that could be impacted.

3.3 SUPPORTING MATERIAL

1. **Gantt Chart**: Provide a project schedule with expected milestones and deliverables for the duration of the project in the form of a Gantt chart. At a minimum, the Gantt chart must include start and end dates for the project; the start dates, frequency, and duration of monitoring; and the fieldwork plan, final product, and any associated documentation.
2. **Curriculum Vitae**: List the name and organization of the lead person(s) for each organization involved in the proposed project and their expected contributions. Provide curriculum vitae for each of the performers.
3. **Supporting Technical Data**. Include data sheets, charts, and excerpts from referenced research from the prior work. Include examples of the original demonstration data.
4. **Small Business Participation Plan**. (Required, if requesting more than \$650,000 for the entire project). All proposals requesting more than \$650,000, including small businesses and universities, must complete the Small Business Participation Plan located at <https://serdp-estep.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment> regarding participation of Small and Disadvantaged Businesses, Historically Black Colleges and Universities, and Minority Institutions. Others are encouraged to use this plan to identify small business participation, if applicable, as this is one of the evaluation criteria.

3.4 COST SECTION

The cost section of the proposal is an estimate of the total project cost. Required cost spreadsheet templates are located at <https://serdp-estep.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>. Cost sections in formats other than this template will not be accepted. The cost spreadsheet for the lead organization should reflect the entire project costs, including all co-performers and subcontractors. In addition, separate cost spreadsheets are required for each co-performer or subcontractor whose costs exceed \$50,000. An accompanying narrative is permitted if necessary, but not required.

Projects funded under this solicitation will be funded in full at the time of award.

1. **Labor Costs**: Show the projected labor rates in units of hourly rate or annual salary to be charged by the PI(s), associates, and assistants. Indicate the units you are using in the table footnote. In the “units” column, indicate the number of hours or the fraction of annual salary to be charged. The total column is the amount per year to be paid to each performer on the project. Labor costs should be fully burdened.
2. **Contractor Acquired Property**: Provide an itemized list of contractor acquired property (CAP), if any, to be acquired in support of the project, showing the cost for each item. Use the second tab in the cost spreadsheet located at <https://serdp-estep.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>. CAP is any article of non-expendable, tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.

3. **Materials, Supplies, and Consumables:** Provide a general description and total estimated cost of expendable equipment and supplies. Include a separate itemized list using the third tab of the cost spreadsheet template at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>.
4. **Subcontracts and Government Partners:** For any co-performer or subcontract totaling \$50,000 or more, provide a breakout of the tasks and associated costs in a separate cost estimate using the cost spreadsheet template at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>. Government partners will be provided a separate allocation of funds directly based upon this separate estimate. Funds will be provided directly from ESTCP to government partners. The lead organization should plan to manage all subcontracts to non-government partners.
5. **Travel Costs:** Estimate total travel costs. List the number of trips, the destinations, purposes, and costs per trip using reasonable and allowable rates in accordance with [FAR 31.205-46](#) for all proposed travel. Use the fourth tab in the cost spreadsheet at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment> as a template for the travel budget breakdown. For trips where the specific destination has not yet been determined, budget for a representative location. For planning purposes, ESTCP intends that each project funded in response to this solicitation will entail one mid-project review meeting, and one final briefing, all to be held at the ESTCP Offices in Alexandria, VA.
6. **Publication and Report Costs:** Estimate the costs of publishing and reporting results, including the direct charges for clerical preparation, page or illustration charges, and distribution. All projects will be required to provide a fieldwork plan and a final report consistent with ESTCP Guidance. Include a separate itemized list using the fifth tab of the cost spreadsheet template at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment>.
7. **Contractor Manpower Reporting Application (CMRA):** Estimate the costs to comply with CMRA. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for ESTCP via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: www.ecmra.mil. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the fiscal year, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at help desk at www.ecmra.mil.
8. **Cost by Task Summary Table:** A total cost matrix with breakout of cost per task must be included. The sixth tab in the cost spreadsheet at <https://serdp-estcp.org/Funding-Opportunities/ESTCP-Solicitations/Post-Remediation-Assessment> provides a template. These numbers must match those on the main cost spreadsheet.

4. SUBMITTAL INSTRUCTIONS

You will submit your proposal on-line via WebPTS. No hard copies are required. **Proposals must be submitted prior to 2:00 p.m. Eastern Time on June 11, 2015.**

Once your proposal has been finalized, create a single PDF that contains all required sections. Make sure to insert the signed and scanned cover page as the first page of the PDF. You are now ready to upload your proposal to the website.

- Log in at <https://sems.serdp-estcp.org> and go to the WebPTS Tab.
- Follow the on-screen instructions. You must SUBMIT your cover page before the proposal upload function will be activated. Instructions for creating your Cover Page can be found in Section 3.1.

NOTE: A system-generated cover page will be appended to your uploaded proposal as the first page. Once you have uploaded your proposal, WebPTS will display an on-line confirmation message and ESTCP will send an email to the submitter. It is the sole responsibility of the submitter to make certain the proposal is properly received by ESTCP. We recommend that you return to “Manage Cover Pages/Upload Proposals” and open the uploaded file to ensure the file opens correctly and contains all required sections. If you receive a “corrupted file” message, PDF your proposal file(s) again using “[Print to PDF](#)” and upload the proposal again. If this does not work, contact ESTCP for assistance.

You may continue to modify your cover page and upload revisions to your proposal until the due date. Prior versions of your proposal will be over-written and **only the last version uploaded** will remain in the system. We recommend that you upload your proposal as early as possible prior to the deadline, to ensure a successful and timely submission.

For WebPTS or proposal upload questions, contact the ESTCP Office at 571-372-6565.

5. EVALUATION FACTORS

The following evaluation factors will be the sole basis for reviewing proposals submitted in response to this BAA. In order to be considered for award, all proposals must first pass the relevance criterion. Among the evaluation factors, Technical Merit is more important than Transition Potential and Transition Potential is more important than Cost of Proposal. Cost of Proposal is significantly more important than the Small Business Participation Plan.

ESTCP RELEVANCE

An assessment will be made whether the submission responds to the requirement as described in this announcement.

TECHNICAL MERIT

Proposal reviewers will assess the technical merit of the proposal. Factors to be considered include: (a) the proposers demonstrate their knowledge of the site in terms of past performance, data availability, and site accessibility; (b) the methodology is scientifically sound; (c) the technical risks are well characterized; and (d) the technical team is qualified to execute the proposed project.

TRANSITION POTENTIAL

Proposal reviewers will assess the potential for a successful transfer of the knowledge gained from the performance monitoring to the DoD user. Factors to be considered include: (a) there is a well-defined

DoD user that can utilize the assessments; (b) there are clearly identified activities that will support and enhance the transfer of the technology; and (c) the technology can be implemented within DoD.

COST OF PROPOSAL

Cost realism and reasonableness will be considered during the selection of acceptable proposals in accordance with FAR 35.016(e). Costs should be appropriate and traceable to the level of effort required to execute the project.

SMALL BUSINESS PARTICIPATION PLAN (PROPOSALS WITH A TOTAL VALUE EXCEEDING \$650,000 ONLY)

The Government goal is that small business participation represents five percent (5%) of the total contract value. The Government encourages offerors to propose a goal of 5% or greater small business participation. The overall goal accomplishment shall be met through collective small business participation from any type of small business or sub-category small business. Large and small businesses will be evaluated on the basis of: (a) the extent to which small business firms are specifically identified in proposals; (b) the complexity and variety of the work small firms are to perform; and (c) the extent of participation of small business firms in terms of the value of the total acquisition and the extent of which the proposals meet or exceed the small business 5% participation goal for this acquisition. Along with applicable qualifications, capabilities, demonstrated achievements, and proposed commitment to the project by the small business, these items will be examined and assessed when full proposals are evaluated.