STATEMENT OF WORK (SOW)

Marine Ecological Stewardship and Conservation Services
Biscayne National Park

National Park Service (NPS)
U.S. Department of the Interior

1. BACKGROUND

The National Park Service (NPS), U.S. Department of the Interior (DOI), requires contractor support to perform marine ecological stewardship and conservation services in Biscayne National Park, with an emphasis on marine debris removal. The park protects extensive coral reefs, seagrass, mangrove, and coastal ecosystems requiring ongoing resource management and restoration. Marine debris is a widespread and pervasive issue, affecting all coastal and marine habitats in the park. Sources of pollution include derelict fishing gear, vessel debris, land-based sources, and debris borne by ocean currents. Much of this debris is plastic.

Marine debris damages coral reefs and adjacent habitats including mangrove forests, beaches, and seagrass meadows. It is a threat to wildlife, leading to injury, ingestion, and entanglement, and physically damages or contaminates native habitats. Marine debris also endangers human health and safety, poses navigational risks, exposes visitors and staff to hazardous contaminants, degrades the visitor experience, interferes with park operations, and compromises staff workloads.

The purpose of this contract is to provide professional scientific and technical services to support identified ecological stewardship and conservation initiatives in the park. This contract aims to reduce the impact of marine debris in the park. Contracted services will support NPS in increasing public safety, enhancing recreational fishing and diving opportunities, improving resource access for park visitors, supporting law enforcement activities, and advancing NPS conservation mandates.

This is a non-personal services contract. Contractor personnel shall not be considered federal employees.

2. SCOPE

The Contractor shall accomplish the following task areas:

Task Area 1 – Marine Debris Removal

Perform marine debris identification, removal, recovery, documentation, and disposal from coral reefs, seagrass meadows, mangrove forests, beaches, and other marine habitats using methods that minimize impacts to park resources.

Task Area 2 – Ecological Restoration and Stewardship

Support ecological restoration activities including coral restoration, habitat stabilization, invasive species management, marine resource protection, and other stewardship activities consistent with the requirements of this Statement of Work.

Task Area 3 – Scientific Diving and Vessel Operations

Conduct scientific diving and vessel operations necessary to perform contract requirements in accordance with AAUS standards, the NPS Diving Management Program, OSHA commercial diving requirements (as applicable), and U.S. Coast Guard regulations.

Task Area 4 – Ecological Monitoring and Data Collection

Conduct field surveys, collect ecological data, perform habitat assessments, utilize GIS-enabled field collection tools, document marine resource conditions, and maintain accurate field records.

Task Area 5 – Data Management and Reporting

Prepare technical reports, GIS products, maps, photographs, databases, and other required deliverables documenting completed work, monitoring results, restoration activities, and recommendations.

Task Area 6 – Coordination and Project Support

Coordinate field activities with the COR, support approved volunteer events by providing technical guidance, participate in project planning meetings, and provide technical recommendations regarding marine resource management. The Contractor shall not supervise Government personnel or Government volunteers.

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3. LABOR CATEGORIES

The Contractor shall provide qualified personnel necessary to accomplish the requirements of this contract. The Contractor shall designate one Marine Biologist as Key Personnel. The Marine Biologist role described in Section 5 is designated as Key Personnel.

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4. APPLICABLE DOCUMENTS

The Contractor shall comply with:

- NPS Management Policies (current edition).
- NPS Diving Management Program standards.
- DOI Occupational Safety and Health Program.

- U.S. Coast Guard regulations for small vessel operations.
- FAR and DOI Acquisition Regulations (DIAR).

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5. REQUIREMENTS

The Contractor shall provide qualified personnel necessary to perform the requirements of this contract, including the Key Personnel identified below. The Contractor retains full responsibility for supervision, management, compensation, and internal direction of its personnel. Performance is expected to include restoration, stewardship, monitoring, and reporting activities. The Contractor is responsible for allocating labor resources to accomplish all tasks.

a. Key Personnel – Marine Biologist

The Contractor shall designate a Marine Biologist as Key Personnel with the following minimum qualifications:

- Master's degree in marine biology or a closely related biological science field.
- Professional experience conducting marine debris removal in sensitive habitats, including coral reefs and reef-adjacent environments (e.g., mangroves, seagrass, beaches).
- Professional experience in coral reef and seagrass ecology, restoration, and monitoring.
- Professional experience preparing ecological reports, including scientific analysis and geospatial mapping.
- Scientific diving certification consistent with American Academy of Underwater Sciences standards, with a minimum of 100 logged scientific dives.
- Professional experience safely operating small vessels in coastal environments.

Key Personnel Submission and Approval. Offerors shall identify the proposed Key Personnel in their quotation and submit resumes demonstrating that the proposed individual(s) meet the minimum qualifications specified in this Statement of Work and the solicitation. If an offeror has not yet hired the individual(s) proposed for the Key Personnel position(s), the offeror shall instead provide evidence of its ability to recruit and provide personnel meeting the required qualifications. Such evidence may include resumes of prospective candidates, a recruitment plan, or documentation demonstrating successful placement of personnel with equivalent qualifications on similar projects. The Contracting Officer will determine whether the proposed qualifications satisfy the minimum requirements established in the solicitation. Continuity of Key Personnel is essential due to the safety-sensitive nature of scientific diving and vessel operations, coordination responsibilities, and the need for consistency in scientific data collection and reporting. Once approved and assigned under the contract, Key Personnel shall be maintained throughout contract performance. Any substitution for Key Personnel shall require the prior written approval

of the Contracting Officer. The COR may review the proposed qualifications and provide a recommendation to the Contracting Officer; however, only the Contracting Officer has authority to approve Key Personnel or substitutions.

b. Tasks

The Contractor shall perform the following services:

- Conduct and lead scientific diving in coral reef and reef-adjacent habitats in support of restoration and stewardship activities (e.g., marine debris removal, coral outplanting, coral disease intervention, invasive species management, mooring buoy management, habitat stabilization).
- Coordinate non-diving marine debris removal activities in beach, seagrass, and mangrove habitats, in coordination with the COR. This will also include scheduling and leading volunteer cleanup events. The National Park Service retains responsibility for Government-sponsored volunteers. Contractor personnel may provide technical guidance related to marine debris removal but shall not supervise Government volunteers.
- Collect and record data on benthic habitats, marine debris, coral health, seagrass coverage, and associated marine life.
- Conduct marine ecological monitoring surveys including benthic surveys, marine debris surveys, coral and seagrass assessments, fish community surveys, mobile field data collection, mapping, and data management.
- Prepare clear, scientifically rigorous technical reports summarizing restoration and stewardship activities, data analyses, and results.
- Develop and implement dive and vessel operations plans consistent with NPS safety policies.
- Maintain dive gear, field equipment, and vessel logs.
- Ensure compliance with environmental, safety, and regulatory requirements.

c. Marine Diving Requirements

- All diving conducted under this contract shall comply with NPS Diving Management Program standards.
- The Contractor is responsible for ensuring its personnel meet all qualification and certification requirements necessary to perform diving services within NPS jurisdiction prior to performance.

- Personnel must maintain dive logs; complete required certifications (CPR, First Aid, Oxygen Administration, Nitrox); and satisfy NPS dive training requirements.
- The Government shall provide Contractor personnel with dive and field gear.

d. Small Vessel Operations

Key Personnel will be required to safely operate vessels up to 30 feet in coastal waters.

- Vessel operations conducted under this contract shall meet DOI and U.S. Coast Guard requirements.
- Government vessels will be utilized.
- Personnel assigned to vessel operations under this contract must be capable of obtaining Department of the Interior Motorboat Operator Certification Course (MOCC) qualification prior to operating Government vessels. The Government will provide MOCC training at Biscayne National Park as needed to support contractor personnel certification. The Contractor is responsible for ensuring that all assigned personnel complete the required MOCC certification before performing vessel operations. This requirement is a performance qualification necessary for safe vessel operations and does not imply Government supervision, control, or direction of Contractor personnel.
- Personnel shall maintain vessel logs and follow approved operational plans per NPS requirements.

e. Emergency Response Support

Contractor emergency response support shall be limited to activities specifically authorized by the Contracting Officer and Contracting Officer Representative within the scope of this contract. Emergency work outside normal working hours shall be performed only when authorized by the CO and COR. Any additional work beyond the contract scope shall require written contract modification.

Key Personnel assigned under this contract shall provide support to park operations in the event of severe weather or other emergency situations (e.g., hurricanes) in accordance with pre-established emergency response plans or written direction from the Contracting Officer or through established emergency procedures.

- Tasks may include assisting with park shutdown procedures, implementing the Severe Weather Emergency Action Plan, and ensuring safe securing of vessels, field equipment, and research assets.
- The Contractor retains full responsibility for managing and supervising its personnel during such activities. This requirement is a performance expectation and does not create an employer-employee relationship or Government supervision of Contractor personnel.

- Contractor personnel shall coordinate with Government personnel during emergency events while retaining internal supervision and management responsibility.

f. Workplace Considerations

- The Contractor shall establish work schedules necessary to meet performance requirements to meet contract requirements and support Government operations.
- Certain tasks may require performance outside normal business hours, including evenings, weekends, or holidays, as specified in task orders or directed by the Contracting Officer.
- The Contractor is responsible for establishing employee work schedules necessary to fulfill contract requirements.
- Government facilities are typically closed on Federal holidays; however, contractor performance requirements will be governed by the terms of the contract and applicable task orders.
- The Contractor shall provide staffing sufficient to meet all contract requirements. As a general performance expectation, the Contractor shall ensure contractor personnel are present and available to perform on-site services at Biscayne National Park for approximately forty (40) hours per week during the normal workweek, except when performing approved off-site work, field assignments, travel, authorized leave, Federal holidays (as applicable under the contract), or other activities necessary to accomplish the requirements of this contract. The Contractor retains full responsibility for establishing employee work schedules and managing its personnel.

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6. DELIVERABLES

The Contractor shall provide the following deliverables:

Deliverable	**Frequency**	**Due Date**	**Format**	**Acceptance Criteria**
Quarterly reports	Quarterly	15 days after quarter	PDF + data files	Accurate, complete, meets NPS standards
Field data (e.g., field notes, maps, coordinates, hard copy and scanned data sheets, photographs, and data)	Per task	Within 3 weeks	GIS/database format	Meets NPS data quality standards

Deliverable	Frequency	Due Date	Format	Acceptance Criteria
Dive logs	Weekly	Weekly	NPS Dive Management System	Meets NPS-Dive data quality standards
Certifications file (e.g. driver's license, dive certifications, first aid/CPR/O2/nitrox certifications, and boating certifications)	Per certification	Within 1 week of updates	PDF or JPG	Current, complete, and valid certifications

All deliverables shall be submitted as hard copy and electronically in formats approved by NPS and are subject to review and acceptance by the COR in accordance with Contracting Officer authority. The Contracting Officer may adjust priorities through written direction or task orders with the awardee.

The Government will review submitted deliverables within fifteen (15) calendar days of receipt and either:

- Accept the deliverable;
- Reject the deliverable with written deficiencies; or
- Request reasonable revisions.

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7. PLACE OF PERFORMANCE

Primary location: Biscayne National Park, 9700 SW 328 Street, Homestead, Florida 33033

Fieldwork includes offshore coral reef tracts, mangrove forests, seagrass meadows, coral keys, and beaches within park waters. Office work occurs in the park headquarters building. Occasional fieldwork may be conducted in other NPS units (e.g., Everglades National Park, Dry Tortugas National Park).

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8. PERIOD OF PERFORMANCE

- Base Period: 12 months from date of award.
- Option Periods: Four (4) 12-month option periods.

- Option years are subject to availability of funds.

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9. DATA RIGHTS

All reports, field notes, photographs, GIS data, maps, databases, survey results, technical memoranda, and other work products developed under this contract shall become the property of the Government upon acceptance. Deliverables shall be submitted in formats acceptable to the National Park Service.

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10. KEY PERSONNEL

The Marine Biologist is designated as Key Personnel. Substitution requires prior written approval of the Contracting Officer.

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11. NON-PERSONAL SERVICES STATEMENT

The Government and the Contractor agree that the services provided under this contract are **non-personal services**. No employer-employee relationship exists, or will be created, between the Government and the Contractor's personnel.

The Contractor is responsible for the supervision, management, and internal direction of its personnel. The Government will provide overall program objectives, priorities, site access, and operational requirements but will not supervise or control Contractor employees.

Contractor personnel shall coordinate and collaborate with NPS staff as necessary to accomplish work under this contract, including for project planning, field operations, safety, and site access. Such coordination does not constitute Government supervision or control.

The Contractor retains full responsibility for execution of all work, including restoration, monitoring, and support activities. Requirements for Key Personnel continuity and certifications (e.g., MOCC) are performance-based qualifications and do not establish Government direction or an employer-employee relationship.

Contractor personnel shall not:

- Be subject to supervision, direction, or evaluation by Government personnel.

- Supervise or exercise control over Government personnel or other contractors.
- Perform inherently governmental functions, including the administration of Government contracts.

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12. GOVERNMENT FURNISHED PROPERTY (GFP)

The Government will provide:

- Office workspace at Biscayne National Park Headquarters.
- Government computer and software for use at NPS facilities.
- Dive gear (e.g., mask, fins, snorkel, wetsuits, BCD, regulator, tanks, dive computer, gauges, personal locator beacon, gloves, cutting tool, etc.).
- Field gear and personal protective equipment (e.g., non-slip deck shoes, foul weather jacket, dry bag, personal flotation device, ear protection, sunscreen, insect repellent, bug jacket, gloves, handheld radios, etc.).
- Field equipment (e.g., handheld GPS units, digital cameras, field tablets, field survey equipment, etc.).
- Small vessels (as available).
- Access to NPS databases and GIS systems.

The Contractor shall provide all other necessary equipment unless otherwise specified.

Government-furnished property is provided solely to facilitate performance within park-managed environments where use of standardized equipment is necessary for safety, interoperability, and resource protection. Provision of such property does not establish supervision, control, or an employer-employee relationship. The Contractor remains responsible for overall management, supervision, and internal direction of its employees.

The Contractor shall be responsible for the proper use, care, and accountability of all GFP. The Contractor may be held responsible for loss or damage to GFP in accordance with applicable contract clauses.

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13. CONTRACTOR FURNISHED ITEMS

The Contractor shall provide all management, supervision, administrative support, transportation to and from the park duty station, and any equipment not specifically identified as Government-furnished property. Contractor personnel should maintain a professional appearance appropriate for the work being performed and consistent with accepted industry standards.

14. SECURITY AND SAFETY REQUIREMENTS

Contractor personnel must:

- Pass an appropriate background investigation check. This background check will be accomplished by NPS. Contractor personnel must receive PIV Cards and DOI network access before accessing Government IT systems.
- Complete NPS security and safety training. Required safety and security training is limited to facility access, safety compliance, and interoperability requirements and does not constitute employee orientation or supervision.
- Follow DOI safety policies.
- Comply with all marine safety requirements.
- Maintain valid driver's license.
- Contractor will be required to have liability insurance as outlined in DIAR 1452.228-70.

15. CONTRACT ADMINISTRATION

Only the Contracting Officer has authority to modify the contract.

The COR may monitor performance, inspect services, coordinate site access, and recommend acceptance of deliverables but may not alter the scope, schedule, price, or terms of the contract.

16. PERFORMANCE STANDARDS

Performance will be evaluated based on:

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance
Deliverables	Required reports, GIS products, maps, and datasets are submitted by the due dates established in the contract.	100% submitted on time.	COR review and deliverable tracking log.
Technical Accuracy	Reports, ecological assessments, GIS data, and field documentation are technically accurate, complete, and require only minor editorial revisions.	At least 95% accepted without major technical revision.	COR technical review.

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance
Scientific Data Collection	Field data are complete, accurate, and collected in accordance with approved scientific protocols.	At least 95% accuracy and completeness.	Field observations, data validation, and COR review.
Diving Operations	Diving operations comply with NPS Diving Management Program, AAUS standards, OSHA requirements, and approved dive plans.	100% compliance. No unauthorized or unsafe diving practices.	COR observation, dive logs, and safety documentation.
Vessel Operations	Vessel operations comply with U.S. Coast Guard requirements and NPS operational safety procedures.	100% compliance.	COR observation and vessel logs.
Required Certifications	Contractor personnel maintain all required licenses, certifications, and training throughout contract performance.	100% compliance.	Certification review.
Environmental Compliance	Work is performed without avoidable damage to park resources and in accordance with environmental protection requirements.	100% compliance.	COR inspections and field observations.
Safety	Contractor complies with all applicable OSHA, DOI, NPS, and project-specific safety requirements.	100% compliance.	Safety inspections and incident reports.
Contract Management	Contractor provides qualified personnel, maintains continuity of key personnel, responds to COR requests, and coordinates work in accordance with the contract.	Satisfactory performance throughout the contract period.	COR evaluation and contract administration records.

17. INSURANCE REQUIREMENT

The Contractor shall obtain and maintain, at its own expense, insurance coverage meeting all applicable federal, state, and local requirements for the duration of the contract. At a minimum, the Contractor shall maintain:

1. **Workers' Compensation Insurance**
    - Coverage meeting the statutory requirements of the state(s) in which work is performed.
    - Employer's Liability Insurance with limits of not less than $500,000 per accident, unless otherwise required by the Contracting Officer.
2. **Commercial General Liability (CGL) Insurance**
    - Minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate.
    - Coverage shall include bodily injury, property damage, personal injury, and contractual liability.
3. **Automobile Liability Insurance**
    - Minimum combined single limit of $1,000,000 per accident for owned, hired, and non-owned vehicles used in performance of the contract.
    - If contractor personnel will operate Government-owned vehicles, the Contractor shall ensure operators possess valid driver's licenses appropriate for the vehicles operated and comply with all applicable NPS and DOI motor vehicle policies. Automobile liability insurance does not insure Government-owned vehicles but provides coverage for contractor liability arising from vehicle operations where applicable.
4. **Maritime Liability**
    - If contractor personnel will operate NPS vessels, the Contractor shall maintain marine general liability and, if applicable, Protection and Indemnity (P&I) or equivalent maritime liability coverage appropriate to the services performed, with limits acceptable to the Contracting Officer.
    - Coverage requirements should be coordinated with the NPS Regional Contracting Office and Safety Office because operation of Government vessels presents unique federal liability considerations.
5. **Professional Liability (if applicable)**
    - If the contractor provides engineering, scientific consulting, or professional marine services requiring professional judgment, maintain Professional Liability (Errors & Omissions) insurance with limits of not less than $1,000,000 per claim.

Additional Contractor Requirements

The Contractor shall:

- Provide certificates of insurance upon request.
- Notify the Contracting Officer of any cancellation or material reduction in coverage.
- Ensure all personnel operating Government vessels or Government vehicles are properly trained, licensed (where required), and authorized by NPS.
- Comply with all applicable DOI, NPS, and U.S. Coast Guard safety requirements.