PERFORMANCE WORK STATEMENT (PWS)
Environmental and Cultural Resources Compliance Support for the Klamath Project
A Canal Corrective Action Planning and Feasibility Project
Bureau of Reclamation, Klamath Basin Area Office

July 1, 2026

1.0 INTRODUCTION

Purpose

The objective of this contract is to acquire the assistance of an expert Contractor to provide environmental and cultural resources services to support the Bureau of Reclamation's (Reclamation) Klamath Basin Area Office (KBAO) in achieving regulatory compliance requirements for the A Canal Corrective Action Planning and Feasibility Project (herein referred to as the A Canal Corrective Action Project, or CCA Project). Compliance activities will be associated with, but not limited to the following:

- National Environmental Policy Act (NEPA) pursuant to 42 USC. 4321 et seq., as amended, as applicable;
- Endangered Species Act (ESA) pursuant to Public Law (P.L.) 93-205, as amended, as applicable;
- National Historic Preservation Act (NHPA) pursuant to Public Law (P.L) 89-665, as amended, as applicable;
- Bald and Golden Eagle Protection Act (BGEPA) 16 USC. §668-669c;
- Migratory Bird Treaty Act (MBTA) pursuant to 16 USC. 703–712, as amended, as applicable;
- Clean Air Act (CAA) pursuant to 42 USC. 7401 et seq., as amended, as applicable; and
- Clean Water Act (CWA) pursuant to 33 USC 1251 §§ 401, 402, 404, as amended, as applicable.

The contract will cover a 2-½ year period (i.e., beginning of 2nd quarter of FY-2027 through the end of 3rd quarter of FY-2029). The period of performance shall be for:

1. one (1) Base Year of 12 months,
2. one (1) 12-month option year (OY1), and
3. one (1) partial option period (OY2) extending from end date of OY 1 to 4/30/2029.

1.1 General Background

Environmental Compliance
As a federal agency, Reclamation is required under Section 102 of the NEPA to incorporate environmental considerations and assess the environmental effects of proposed federal actions in planning and decision-making processes. To legally execute the A Canal Corrective Action Project, Reclamation must perform an analysis under NEPA and associated environmental laws on the effects of the proposed actions prior to Project implementation.

Contract Need
Currently, Reclamation's KBAO does not possess adequate staff and expertise to complete the tasks outlined in this PWS. Consequently, Reclamation has determined that the services of an expert Contractor are needed to assist in the analysis efforts to ensure regulatory compliance for the A Canal Corrective Action Project.

Environmental Compliance Requirements for Proposed Project
The overall purpose of the A Canal Corrective Action Project (ACCA Project) is to address and mitigate engineering concerns regarding the structural failure of the A Canal with the goal of mitigating risk of failure to an acceptable level within urban canal guidelines as determined by Reclamation. This project needs to determine the baseline condition of the facility from a non-engineering or financial sense leading to this PWS which addresses the NEPA, ESA, and NHPA regulatory compliance processes needed to complete a final programmatic NEPA document (Environmental Assessment [EA]/Finding of No Significant Impact [FONSI, or Environmental Impact Statement [EIS]/Record of Decision [ROD], including an analysis of the No Action Alternative and several reasonable alternatives.

Klamath Project Specific Background
The A Canal is a Klamath Project facility that is currently owned by Reclamation but operated and maintained by the Klamath Irrigation District (KID) as a transferred work. Initially called the Main Canal, it is one of the oldest features of the Klamath Project. When construction was completed in 1907, the area was sparsely populated. Over the last century, residential development of Klamath Falls followed the A Canal length causing the areas around the canal to be considered urbanized areas. This has caused the consequences of a failure to increase.

The A canal is the primary point of diversion for the Klamath Project. It allows for water to be diverted from Upper Klamath Lake and subsequently carried through a series of canals, laterals, and drains to deliver water to farms and ranches in southern Oregon and northern California. A fish screening facility completed in 2003 at the headworks includes trash racks, six stop log bays, and six slide headgates used to regulate flows to the canal. The A Canal's 9.1mile route features both concrete-lined and unlined earthen canal segments, and a concrete-lined tunnel (approximately 3,200 feet in length). It provides irrigation water by gravity flow to over 122,000 acres of farms and ranches and forms the economic foundation for Klamath County, Oregon, and Modoc and Siskiyou Counties, California. There are eight major irrigation turnouts and numerous smaller turnouts that deliver water to farms and ranches through intake pump houses along the length of the canal.

Physical structures constructed by the Oregon Department of Transportation, Klamath County, and the City of Klamath Falls direct storm runoff and local drainage flows into the A Canal that episodically results in increasingly unsolicited water flow, sediment input and transport, and the introduction of environmental contaminants. There have been at least 10 documented failures since construction. The worst incident, in 1944, caused damage to houses, septic systems, fences, and gardens, with water reaching one-foot-deep in flooded homes. Modifications in the 1990's included the addition of a bicycle path on the fill side of the canal and the

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construction of a spillway structure. The bicycle path was constructed by the City of Klamath Falls and maintained by Klamath Irrigation District and KBAO staff. The spillway structure was constructed by Reclamation and is maintained by KBAO. Encroachments along Reclamation's right-of-way (ROW) along the canal, include residential housing, commercial structures, retaining walls, fences, and terraced gardens.

Multiple engineering, geophysical, and geologic inspections and studies have been conducted to evaluate the overall condition of the design, construction, seepage conditions, canal stability, and performance of the A Canal. These reports have raised significant concerns regarding the risks posed by the facility, Value Planning, Canal Condition Assessment, and other studies have also been completed. Many of those documents are severely outdated and do not reflect the current condition of the facility. The overall condition of the A Canal has been determined to be poor, evidenced by:

- water seepage through the canal banks,
- extensive cracking, spalling, and deterioration of the concrete liner,
- presence of voids behind the concrete liner,
- extensive woody vegetation growth on the banks, and
- numerous animal burrows along both the inner and outer canal banks.

2.0 SCOPE OF WORK

The scope of this contract is to provide comprehensive professional services by the Contractor to Reclamation's KBAO to support Reclamation in fulfilling its legal and regulatory obligations under NEPA, ESA, NHPA, BGEPA, MBTA, CAA, CWA, as well as any other federal, state, or local environmental laws, regulations, and policies for the Project. Professional services will include project management, technical document development including biological, cultural resources, and environmental analyses, as well as administrative, logistical, and technical support. These services will assist Reclamation in fulfilling its mission to ensure continued management and delivery of water and related resources in a manner that ensures timely, legally defensible deliverables in support of mandatory environmental and cultural resource compliance requirements mentioned above and at milestones defined below (Table 1).

Table 1: Key Milestones for This Effort

Milestone Description	Approximate Date
1. Identification and narrative development of action alternatives to align with feasibility study progression	May 2027
2. Biological Evaluation (18 months after date of award)	June 2028
3. Cultural Resources Report (18 months after date of award)	June 2028
4. Completion of NEPA Compliance	January 2029

3.0 PERFORMANCE REQUIREMENTS

Objective Overview

Major objectives associated with this contract will include NEPA documentation, a Biological Evaluation (BE) in support of ESA Section 7 Consultation, a Cultural Resource Report in support of NHPA Section 106, and Administrative Record documentation in support of regulatory compliance, and documentation supporting the rationale related to the decision-making process. This should follow Reclamations Manual Water and Related Resources Feasibility Studies (CMP 09-02), the Principles, Requirements and Guidelines for Water and Land Related Resources Implementation Studies (PR&G), and Executive Order 12322, Water Resources Projects. Currently, there are three (3) proposed construction alternatives:

- Pipe the canal
- Line the canal
- Install cutoff wall along canal embankment

Major Task Descriptions

All tasks will require extensive coordination with Reclamation and stakeholders.

Environmental Assessment (EA) / Environmental Impact Statement (EIS):

- Compile and integrate results from the A Canal appraisal study (provided by USBR) to develop narrative descriptions of proposed alternative for inclusion in a programmatic NEPA document for a feasibility report (CMP 09-02). Narratives shall include thorough and robust descriptions of all ACCA project alternative components, and any associated environmental commitments and mitigation measures. The contents and analysis of the NEPA document shall be consistent with 42 U.S.C. 4321-4347, 43 CFR Part 46, and applicable Departmental or Bureau-specific procedures in the Department of the Interior (DOI) NEPA Handbook.

- Develop a programmatic EA and associated FONSI analyzing potential impacts of Reclamation's proposed action alternative and reasonable alternatives on the affected environment. Associated tasks will require the development of schedule and milestone dates, section outlines, research and collection of relevant data to support analysis, providing various draft documents for Reclamation review, and performing technical editing. If an Environmental Assessment does not support a Finding of No Significant Impact (FONSI) due to significant effects on the human environment, an Environmental Impact Statement (EIS) must be prepared and a Record of Decision (ROD) issued before taking action on the proposed action (45 CFR 900 and 18 CFR 1318, respectively, 40 CFR 6, and the Department of the Interior's (DOIs) 2026 NEPA Handbook).

  The structure and required elements of an EA are governed by 40 CFR Part 6 Subpart B and NEPA §102(20), as well as agency-specific NEPA procedures. The EA document may include sections, such as, but not limited to: introduction; location, background, purpose and need; project description, action alternatives and project descriptions; affected environment and environmental effects for resources such as but not limited to water resources (surface water, water quality, and groundwater),

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biological resources (federal and state listed species and designated critical habitats, aquatic species, migratory birds, wetlands and riparian habitats, socioeconomics (impacts to irrigated agriculture, water recreation, commercial, and recreational fishing, Tribal fishing and hunting rights, and Tribal water rights, as well as impacts to Tribal Nations and Tribal economies), and Indian Trust Resources; consultation and coordination; references; and appendices.

- If an Environmental Assessment does not support a Finding of No Significant Impact (FONSI) due to significant effects on the human environment, an Environmental Impact Statement (EIS) must be prepared and a Record of Decision (ROD) must be issued before taking action on the proposed action (45 CFR 900 and 18 CFR 1318, respectively, 40 CFR 6, and the Department of the Interior's (DOIs) 2026 NEPA Handbook).

- In the Fiscal Responsibility Act of 2023 (Builder Act P.L. 118-5 § 321), new page and time limits were established for preparing EAs and EISs, excluding graphs, explanatory maps, diagrams, tables, appendices, citations, or visual/graphic displays of quantitative, or geospatial information
    - For an EA, the maximum page count is 75 and must be completed within one (1) from the date Reclamation determines that the preparation of an EA or EIS is required.
    - For an EIS, the maximum page count is 150, except for extraordinarily complex projects where the maximum page count is 300 and must be completed within two (2 years) from the date Reclamation determines that an EIS is required.

- The structure and required elements of an EA are governed by 40 CFR Part 6 Subpart B and NEPA §102(20) as well as agency-specific NEPA procedures.

- The Contractor will coordinate internal and public review, as needed; develop review periods, assist in the compilation of comments and response development; and incorporate revisions as necessary.

NHPA Compliance Support

- The Contractor will need to provide documents to support consultation under Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, and its implementing regulations, including the delineation of Areas of Potential Effects (APE), identification and evaluation of historic properties, determinations of National Register of Historic Places (National Register) eligibility, findings of effect (FOE), agreement documents (i.e., Memoranda of Agreement [MOAs] or Programmatic Agreements [PAs]), work plans, and treatment plan.

- Perform field investigations: background research, inventory work plan, and execution of archaeological fieldwork to identify archaeological resources in designated project areas. This may include review of existing literature, correspondence / coordination with tribal entities to identify Tribal Cultural Properties (TCPs), Sacred Sites, and any other tribal resources, and pedestrian surveys of the ground surface to identify archaeological resources, but also subsurface testing (i.e., shovel test pits and other kinds of probes) to identify archaeological resources that may not be visible on the surface in certain depositional environments. For investigations in Oregon, this may entail archival research using the Oregon Historic Sites Database and the Oregon Archaeological Records Remote Access. In some cases, this may include remote sensing like ground-penetrating radar, magnetic resistivity, human remain detection dogs, and other non-invasive techniques to find sites below the ground surface level.

- Fieldwork locations will need to be recorded with Global Positioning System (GPS) coordinates and reported as Geographic Information System (GIS) data. This data will be gathered to support identification and evaluation of archaeological resources as potential historic properties under NHPA Section 106. The Contractor must receive permission from private landowners to access their property and / or Federal, state, and tribal permits before executing the required fieldwork.
    - Built Environment Investigations: b ackground research, inventory work plan, and execution of fieldwork to identify elements of the built environment (i.e., buildings, structures, man-made landscapes, roadways, facilities, etc.) that may be historic properties. This will include review of existing literature and on-the-ground inventory to locate built environment resources. Some inventory work may be done remotely with aerial imagery and other available imagery, but primary data-gathering in the field is likely to be required. Fieldwork locations will need to be recorded with GPS and reported as GIS data. This data will be gathered to support identification and evaluation of built environment resources as potential historic properties under NHPA Section 106. The Contractor must receive to seek permission to access select areas to conduct required inventory work.
    - Report Writing and Analysis: reporting on the results / findings of the archaeological analyses shall include archival research, field survey of APE, geoarchaeological sensitivity analysis, cultural resource evaluations for eligibility for listing in the National Register and finding of effect analysis. Mapping of the APE, site boundaries, and resource locations / boundaries shall be produced and documented in the reporting.
    - Data Management: support the collection, storage, analysis, and reporting of data and information related to the surveys, assessments, evaluations, and processes listed above. Data management may also be needed to purchase data or software, by the Contractor on Reclamation's behalf.
    - National Register Evaluation Testing or Data Recovery: the Contractor will prepare a research design for evaluating cultural resources eligibility for listing on the National Register, including recommendations on effects to historic properties, and identifying protective or treatment measures to the protect historic properties, and implementing any treatment plan
    - Reclamation will complete any required consultations.

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Biological Evaluation (BE):

Development of a BE that analyzes the potential effects of the proposed action alternative on listed endangered or threatened species, and/or proposed and candidate species, and their designated critical habitats. Associated tasks include development of associated schedule and milestone states, section outlines, research and collection of relevant data to support analysis, site surveying, draft document reviews, and technical editing.

- If a listed species or designated critical habitat is likely to be affected, the agency must provide an evaluation of the likely effects or impacts.
- The structure and contents of a BE are very similar to a Biological Assessment (BA), including an evaluation of potential impacts on listed species and designated critical habitats. However, it is used in a broader context and may not always involve formal consultation.
- The BE is used for various analyses that support informal and formal consultations under the ESA. The BE ensures that federal actions do not jeopardize the continued existence of endangered or threatened species and designated critical habitats.
    - The BE may include sections, such as, but not limited to: introduction, location, background information, preferred action and alternatives, literature review of project area, effects analysis for species, conclusions, references, explanatory maps, and appendices.

Administrative Record Support

- Develop an Administrative Record Plan, subject to Reclamation review and approval
- Develop a shared repository for decision and decision-supporting documentation
- Compile and organize decision files related to NEPA decision-making processes and deliberations (in the form of emails, letters, memorandums, references, and other related documents as applicable)
- An indexed Administrative Record
- Coordinate reviews of draft review of draft documents

3.1 Additional Tasks and Support Services

3.1.1 Project Management

- Develop and provide up-to-date schedules, including major milestones
- Develop action plans to execute milestones by required deadlines and be updated every two weeks.
- Develop and provide up-to-date tasks lists, status updates, progress reports, and work breakdown structures (e.g., Gantt charts)
- Track roles and responsibilities (e.g., Project Management Plan)
- Maintain a risk management register
- Develop and maintain a project budget and provide periodic updates
- Review input and discuss issues related to development of environmental and cultural resource compliance documents
- Effectively manage subcontractors, as applicable

3.1.2 Coordination and Logistical Support

- Assist in the review and preparation of correspondence, communications plans, briefing papers, decision documents, policy and procedural guidance, meeting materials, talking points, agendas, notes, presentations, prioritization strategies, progress reports, etc.
- Facilitate and lead or co-lead meetings, technical discussions, presentations, etc. with stakeholders on compliance development and processes in various settings with a variety of resource disciplines. Facilitation and logistical support may involve:
    - Procurement and coordination of meeting venues and related facilities
    - Meeting invitations, scheduling, and managing attendee communications
    - Verification and/or satisfaction with equipment or technical support
    - Preparation of meeting agendas, handouts, and slide decks for presentations
    - Taking meeting notes and documenting decisions and action items
- Deliver briefings and oral presentations
- Communicate via Teams meetings or other platforms, face-to-face, or email with interested parties and stakeholders to convey information, solicit recommendations, provide feedback, etc.
- Contractors will be required to schedule and lead coordination meetings every two weeks (bi-weekly) throughout the project duration. 24-hour notification of when the contractor will be on-site prior to any onsite work.

3.1.3 Technical and Editorial Support

- Create a shared platform for document libraries and to facilitate multi-user editing and review.
- Develop documents using Reclamation templates per the Bureau's Visual Identity Program
- Develop documents that adhere to Reclamation's Section 508 (of the Rehabilitation Act of 1973) and Visual Identity accessibility guidelines

3.1.4 Literature Review and Reference Management

- Develop, compile, and maintain a reference management system or database (e.g., Mendeley or similar platform) to store, organize, and retain all scientific documentation, as well as other sources referenced in the development of documents under this contract

3.1.5 Contractor Safety Program

- The Contractor will be required to perform all work in accordance with Reclamation's Safety and Health Standards (RSHS) which can be found by pasting the following link into your browser: http://www.usbr.gov/ssle/safety/RSHS/rshs.html .

The Contractor must comply with all applicable Federal, State, and local laws and regulations related to:

- Permits and inspections

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- Personnel safety and training
- Safety certifications
- Hazardous substance control
- Recordkeeping for equipment and system operations

In the event of a conflict between the Contractor's approved safety program and applicable safety codes, the more stringent requirement shall prevail.

The Contractor shall maintain accurate records and report to the COR all incidents or near misses involving:

- Death or serious injury
- Lost-time accidents
- Vehicle accidents
- Occupational diseases
- Property or equipment damage

The Contractor is responsible for safeguarding all Government property provided for their use or under their control, including securing all Reclamation facilities outside of normal business hours. If the Contractor determines that enhanced security measures are necessary beyond those currently in place, they must obtain prior authorization from Reclamation before implementing any changes.

4.0 DELIVERABLES

All deliverables must adhere to the latest NEPA, ESA, and NHPA implementing regulations, as applicable, and regulatory timelines and guidelines and include sufficient supporting documentation to withstand legal review and shall be completed in an effective and timely manner to be completed by April 2029 or an alternate date determined after concurrence with Reclamation (Table 2).

Table 2: Description of Deliverables

Deliverable	Description	Milestone Date
Shared Platform (e.g., SharePoint)	Development of a shared platform for document development, storage, retention and review, a scientific literature and reference library, and administrative record development	Two weeks after contract award
Project Management Plan	A formal, approved document that defines how the project is executed, monitored, and controlled by the contractor. This will include estimate schedule and budget of the project.	Four weeks after contract award
Action Alternative Narratives	Detailed descriptions of preferred action and reasonable alternatives for inclusion in the NEPA analysis	May 2027
Biological Evaluation	Biological evaluation (BE) of potential effects of preferred and action alternatives on federally listed, candidate, and/or proposed species and designated critical habitat under the ESA	June 2028
Cultural Resources Report	Report prepared to identify, assess, and address the potential impacts of a proposed project (preferred and action alternatives) on historic properties and cultural resources protected under federal, state, or Tribal law	June 2028
Draft Environmental Assessment	Environmental analysis in support of Section 102 National Environmental Policy Act compliance; release draft for 30-day public comment period	December 2028
Final Environmental Assessment and Finding of No Significant Impact	Final analysis in support of Section 102 National Environmental Policy Act	January 2029
Administrative Record	Development of an Administrative Record to document Reclamation's decision-making process	February 2029

5.0 PERSONNEL QUALIFICATIONS

- The Contractor shall provide personnel with the education, training, and experience necessary to successfully perform all requirements of this PWS, and additional subject matter experts (SMEs), such as air quality and CWA specialists) may be required to assess all affected resources. The following minimum qualifications are required:
  - Experience shall include not less than five (5) years of experience preparing federal environmental documentation in compliance with the NEPA, ESA, and NHPA, including NEPA documents, such as EAs and associated FONSIs and/or EISs and associated Records of Decision (RODs); ESA documents such as BEs/BAs; and documents supporting NHPA compliance such as cultural resources reports. Cultural resource supervisors for archaeology, history, and architectural history shall meet the Secretary of the Interior Guidelines for Historic Preservation Projects (36 CFR 61, Appendix A; 44716 Federal Register / Vol. 48, No. 190).

- The Contractor shall provide a comprehensive list summarizing relevant project experience directly related to federal NEPA, ESA, and NHPA compliance requirements and shall include:
  - Project name and location
  - Lead federal agency

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- Type of compliance documents prepared
- Role of team members
- Any multi-stakeholder coordination (e.g., federal agencies, Tribes, irrigators, etc.)

5.1 Staffing Plan and Roster Requirements

- The Contractor shall submit and maintain a detailed staffing plan that includes:
  - Project Team Roster including:
    - Names, roles, and lines of responsibility for all potential key personnel and technical staff
    - Identification of primary and backup staff
  - Detail key personnel and technical staff's qualifications, and include a resume for each key team member that identifies:
    - Education level
    - Years of relevant experience
    - Role(s) in past projects involving NEPA, ESA, NHPA, BGEPA, MBTA, CAA, and CWA
    - Examples of prepared documentation (e.g., CEs, EAs, EISs, BAs, BEs, cultural resource reports, etc.)
    - Any relevant experience with irrigation infrastructure, construction, or water management projects

Personnel for key roles shall meet or exceed the minimum qualifications specified in this PWS.

Any potential use of subcontractors should be identified and included in the staffing plan, and letters of commitment from each sub-contractor should be provided to confirm key personnel named in the staffing plan will serve in the key roles necessary to perform the required work.

5.2 Key Project Personnel
The Contractor shall designate the following key personnel for this contract:

5.2.1 **Project Manager**
Description: The project manager shall be the lead for contract questions and communication with the DOI Contracting Officer (CO) or Contracting Officer's Representative (COR) on these efforts. This position is responsible for evaluating the requirements of an order and developing and implementing a plan to meet those requirements. The project manager shall be the primary point of contact (POC) for individual orders and is responsible for project planning, staffing, and scheduling. The project manager also ensures that orders are completed on time and within budget and handles all administrative details.
Minimum Qualifications:

- Bachelor's degree in natural resource management, environmental compliance, or closely related discipline.
- Possess a minimum of 5 years' experience managing federal NEPA compliance efforts with interdisciplinary environmental teams for complex projects with streamlined schedules and deliverables tied to regulatory milestones for projects with similar scope and complexity as those outlined herein.
- Demonstrated experience coordinating with federal agencies, technical specialists, and multiple stakeholders.
- Demonstrated experience in leading multidisciplinary coordination meetings with various stakeholders
- Should possess a Project Management Professional certification or similar accreditation

5.2.2 **Environmental Specialist / NEPA Lead**
Description: The Environmental Specialist/NEPA Lead shall serve as the NEPA lead and POC for process and production of the EA and EIS and any associated decision records. The Environmental Specialist/NEPA Lead shall facilitate large project efforts involving multiple tasks while leading a group of environmental professionals performing technical studies, preparing EAs, EISs, and other environmental compliance documents for mitigation, monitoring, implementation, permitting, and planning.

Minimum Qualifications:

- Bachelor's degree in Natural Resources Management, Policy and Administration, or related environmental discipline
- Possess a minimum of five (5) years' experience preparing federal NEPA documentation on projects of similar scope and complexity as those outlined herein.
- Possess expert knowledge on current NEPA and DOI regulations and policies and their implementation.
- Demonstrated experience as a primary author or technical lead for NEPA documentation
- Should possess a Project Management Professional certification or similar accreditation

5.2.3 **ESA Specialist/Biologist**
Description: The ESA Specialist/Biologist shall be the lead POC on biological components of the NEPA analyses, biological field survey services, data collection, and the development of the BE. This individual will be tasked with writing technical documents, evaluating and communicating effects of the Project on biological resources, including ESA-listed species, and analyzing the effects of the project on local and regional plant and animal communities.

Minimum Qualifications:

- Bachelor's degree in biology-based curriculum, such as zoology, ecology, biology, wildlife biology, or fisheries biology
- Demonstrated experience with biological field survey data collection and analyzing effects to listed species and designated critical habitat
- Have technical competence in gathering environmental/biological information relating to the flora and fauna preferably within the Upper Klamath River Watershed
- Possess an understanding of and experience implementing laws, regulations, and rulings related to the local and regional flora and fauna including ESA species.

5.2.4 **Cultural Resources Specialist**
Description: The Cultural Resource Specialist will be the lead POC for cultural resources surveys, investigations, and cultural resource reports. This individual will author or review reports, such as cultural resource overviews; and historic property identification; cultural resource management plans; survey, testing, and data recovery reports; research proposals; treatment plans; public interpretative

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materials; and management documents, such as Programmatic Agreements and Memorandums of Agreement (MOAs).

Minimum Qualifications:

- Master's degree in Archaeology, Anthropology, or related discipline
- Minimum of five (5) years' experience working on projects of similar scope and complexity as those outlined herein.
- Possess expertise developing project research designs, planning and overseeing fieldwork and analysis
- Ability to obtain a regulatory permit as a Principal Investigator on Federal, Tribal, and State lands.

5.2.5 **Historian**

Description: The lead Historian will be responsible for gathering and organizing data related to post-Contact events and then using that information to help create a context for understanding how those events may be related to various properties, so that their historical significance can be properly interpreted. The Historian will prepare reports and documents of various types to summarize the results of their research, especially in an NHPA or NEPA context. The Historian may be involved with NEPA directly or support the Cultural Resource Specialist depending on project needs.

Minimum Qualifications:

- Adherence to 36 CFR 61, Appendix A, the minimum qualifications of a historian are as follows: a master's degree in history or closely related discipline, or a bachelor's degree in history or closely related discipline, plus one (1) of the following scenarios: at least two (2) years of fulltime experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

5.2.6 **Architectural Historian**

Description: The lead Architectural Historian will be responsible for gathering and organizing data related to the built environment (i.e., buildings and structures), and for preparing reports and documents related to this kind of cultural resource, especially regarding compliance with Section 106 of NHPA for projects that affect the built environment. The Architectural Historian may be involved with NEPA directly or support the Cultural Resource Specialist depending on project needs.

Minimum Qualifications:

- Adherence to 36 CFR 61, Appendix A, the minimum qualifications of an Architectural Historian are as follows: a graduate degree in architectural history, art history, historic preservation, or closely related discipline, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related discipline plus one (1) of the following: at least two (2) years of fulltime experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

5.2.7 **Archaeologist**

Description: The lead Archaeologist will be responsible for gathering and organizing data related to archaeological resources (Section 106, cultural resources, NAGPRA (Native American Graves Protection Repatriation Act)) and for preparing reports and documents related to this kind of cultural resource. The Archaeologist may be involved with NEPA directly or may support the Cultural Resource Specialist depending on project needs. For individual task orders that require work on private or state lands, Reclamation may require that the Contractor provide an archaeologist with a demonstrated ability to receive archaeological excavation permits within the appropriate state.

Minimum Qualifications:

- Following 36 CFR 61, Appendix A, the minimum qualifications of an Archaeologist are as follows: a graduate degree in archeology, anthropology, or closely related discipline, plus: at least one (1) year of fulltime professional experience or equivalent specialized training in archeological research, administration or management; and at least four (4) months of supervised field and analytic experience in general North American archeology; and demonstrated ability to carry research to completion. In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one (1) year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one (1) year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

5.2.8 **Technical Writer/Editor**

Description: The Technical Writer / Editor will be the lead POC for, and perform work associated with, technical writing, editing, and formatting of the NEPA and ESA documents and may lead or assist with technical writing, editing, and formatting for NHPA documents. This individual will be responsible for assuring required Reclamation formatting, visual identity, and compliance with Section 508 of the Rehabilitation Act.

Minimum Qualification:

- Bachelor's degree in English, Communications, Journalism or closely related discipline
- Minimum of five (5) years' experience writing and editing technical documents that are clear and concise, and technically complete, and accurate. This individual shall have experience preparing written documents under Reclamation's Visual Identity requirements (for public facing documents) and shall be highly skilled in preparing and editing documents under the requirements of Section 508 of the Rehabilitation Act of 1973.

5.2.9 **Graphics/GIS Specialist**

Description: The Graphics/GIS Specialist will be the lead contract POC for graphic and/or GIS components for environmental compliance documentation, in particular geospatial data management and exhibits, and will function as QA/QC and data processing lead for field survey services and GIS data processing.

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Minimum Qualifications:

- Bachelor's degree in related disciplines, such as Geography, Cartography or Natural Resource Sciences and three (3) years' experience providing maps and data sets to clients to supplement technical analysis.
- Possess experience using complex GIS software, including Environmental Systems Research Institute's (ESRI) ArcGIS Pro software, and using advanced GIS functions, such as data analysis, data creation, editing, detailed map production, GIS database management, field data collection, and modeling.

5.2.10 **Administrative/Clerical Support Staff**
Description: The Administrative/Clerical support staff will provide support for all aspects of the contract, including meeting management and logistics for virtual and public meetings, preparation of agendas and note taking, etc. The Administrative/Clerical Support Staff will also perform work recording or consolidating internal or public commentary associated with environmental compliance participation.

Minimum Qualifications:

- High school diploma or GED with three (3) years' experience in a variety of routine clerical tasks, including notation, organization and compilation of information and data, logistical support, and preparation of supporting documentation for project management.

Additional support personnel may include positions such as biological technicians, field technicians, botanists, public outreach specialists, NEPA support specialists, and other specialists as necessary.

6.0 SUMMARY OF PERFORMANCE STANDARDS

Performance will be measured by the successful completion of each objective, including federal compliance with the NEPA, ESA, NHPA, BGEPA, MBTA, CAA, CWA and other applicable laws, statutes, and regulations. Performance indicators and standards are as follows:

6.1 Quality
Deliverables and tasks must be complete, descriptively and concisely written with clarity and consistency, of high quality, and contain appropriate, effective structure and content that appropriately represents Reclamation and meets Reclamation's needs

Deliverables must contain minimal spelling, grammatical, logistical, and technical errors

Technical experts must possess sufficient qualifications and shall be able to draft document content that requires minimal editing

Minimum acceptable quality levels shall include being free from spelling and grammatical errors, lack of clarity, consistency, completeness, and lack of organizational coherence and logical flow. The Contractor shall have the opportunity to re-work non-compliant work products to the extent that it does not jeopardize the progression of deliverables and adherence to the established milestone schedule (Tables 1 and 2).

6.2 Delivery and Schedule
Deliverables and tasks must be completed and delivered in a timely manner, while adhering to deliverables/milestone schedule with the potential that timelines will need to be adjusted and/or accelerated as agreed upon between Reclamation and the contractor.

6.3 Compliance
All document deliverables must meet content requirements as described for each document type and meet reclamation standard for Water and Related Resources Feasibility Studies (CMP 09-02) for NEPA compliance. Also, as it relates to environmental compliance, Reclamation's Environmental Compliance Audit Program (ENV 15-03) is the primary framework for ensuring that Reclamation lands, facilities, and operations meet applicable federal, state, and local environmental laws. This D&S establishes requirements and responsibilities:

- Ensure compliance with environmental regulations on Reclamation lands and facilities.
- Reduces non-compliance risks.
- Provides regulatory compliance assistance in areas, such as use of hazardous materials, remediation of hazardous waste sites, environmental mitigation, and operation activities on Reclamation lands.

7.0 DATA AND REPORTS

Deliverables as described in the Tasks section. All documents are submitted in Microsoft Word and Adobe PDF format at Reclamation's discretion. Tables are to be submitted in Microsoft Excel format unless otherwise directed. All other datasets for GIS or other technical software will need to be approved through the COR prior to submission. This will include file types: .kmz, .shp, .lpkx.

GENERAL NOTES

Specific Contractor Requirements
The Contractor shall have in-depth knowledge, and direct working experience with NEPA (42 USC § 4321 et seq), ESA (16 USC 35 § 1531 et seq), NHPA pursuant to Public Law (P.L.) 89-665, as amended, MBTA pursuant to 16 U.S.C. 703–712, as applicable, CAA pursuant to 42 U.S.C. 7401 et seq., as amended, and CWA 33 U.S.C. 1251 (Sections 401, 402, 404), as amended such that the Contractor can direct and guide Reclamation through all the various requirements, policies, and applications related to said laws, among others.

The Contractor shall develop and maintain an electronic repository for all project-related documents accessible to Reclamation and partners of its choosing such that they are easily reviewed and can be approved by Reclamation staff.

The Contractor Team is prohibited from making any commitments on behalf of Reclamation and is required to provide ideas,

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suggestions, and positions with the KBAO staff, COR, including management staff prior to engaging other parties in any discussions.

Period of Performance
The contract would cover a 2-½ year period. The period of performance shall be for one (1) Base Year of 12 months, and one (1) 12-month option year, and one (1) partial option year extending from date of award to 4/30/2029.

Administrative Information

Federally Recognized Holidays:

- New Years's Day
- Martin Luther King Jr's Birthday
- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Hours of Operations
The Contractor is responsible for conducting business during standard business hours, between 0730-1630 Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the Contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for any of the previous mentioned reasons. The Contractor should keep in mind that the stability and continuity of the workforce are essential.

Place of Performance
The work to be performed under this contract will be performed at the Contractor facility, remotely, and government facilities as agreed upon between the Contractor and the COR, with periodic in-person meetings as needed (i.e., Klamath Falls, Oregon).

Security
The Contractor shall be responsible for safeguarding all government equipment, information, and property provided for Contractor use.

Performance Assessment and Disincentives

a. Monitoring Performance:
   During a yearly evaluation, the COR will track Contractor performance. Interim (mid-year) evaluations may be provided to identify strengths and weaknesses in the Contractor's performance during the period being evaluated. At the end of each evaluation period, the COR will assess the Contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP) and report findings to the CO.

b. Contractor Self-Assessment:
   Following each yearly evaluation period, the Contractor may provide a written self-assessment of its performance to the COR to be considered in its report to the CO. The self-assessment shall be submitted not later than 5 working days after the end of each evaluation period. The evaluation shall not exceed 1 page per PWS element. The self-assessment shall address both the strengths and weaknesses of the Contractor's performance during the yearly evaluation period. Where deficiencies in performance are noted, the Contractor shall describe the actions planned or taken to correct such deficiencies and avoid recurrence. The self-assessment itself will NOT be the basis for the payment re-calculation determination.

c. COR Recommendation:
   The COR will consider all evaluations and any other pertinent information, including Contractor self-assessment, and will prepare a report for the CO with findings and recommendations. The Contractor will be provided a copy of the draft findings and recommendations of the COR and will be afforded the opportunity to identify factual errors. The COR's draft recommendation is not subject to negotiation, and the COR will not engage in discussions with the Contractor. Any errors identified by the Contractor will be addressed by the COR in its final Contractor Performance Assessment Reporting System (CPARS) evaluation report. The Contractor will be provided a copy of the final CPARS evaluation report at the same time the report is submitted to the CO.

d. Payment Determination:
   The CO may meet with the COR to discuss the COR's report. The CO will make a final determination in writing as to the percentage of work successfully completed and the resulting payment to be made. A copy of the determination will be provided to the Contractor no later than 45 calendar days after the end of the period being evaluated. All CO decisions regarding payment re-calculations are unilateral decisions made solely at the discretion of the Government.

e. Payment Re-Calculations:
   Notwithstanding any other clause of this contract, payment recalculations will be made within the later 60 days after the end of the evaluation period, or 30 days after receipt of an approved invoice.

f. The Quality Assurance Surveillance Plan (QASP):
   The QASP is an evaluation method the government uses to evaluate performance to determine whether the Contractor meets the standards of performance as defined in the PWS. The absence of a QASP for any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the government under any other provision of the contract in determining the quality of the Contractor performance of the period being evaluated. All CO decisions regarding payment re-calculations are unilateral decisions made solely at the discretion of the Government.

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8.0 Acronyms and Abbreviations

BA	Biological Assessment
BE	Biological Evaluation (BE)
BGEPA	Bald and Golden Eagle Protection Act
CAA	Clean Air Act
CFR	Code of Federal Regulations
CPARS	Contractor Performance Assessment Reporting System
CO	Contracting Officer
COR	Contracting Officer's Representative
CWA	Clean Water Act
D&S	Directives and Standards
EA	Environmental Assessment
EIS	Environmental Impact Statement
ESA	Endangered Species Act
FAR	Federal Acquisition Regulations
GED	General Education Development
GIS	Geographic Information System
KBAO	Klamath Basin Area Office
KID	Klamath Irrigation District
MBTA	Migratory Bird Treaty Act
NAGPRA	Native American Graves Protection Repatriation Act
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
QA / QC	Quality Assurance / Quality Control
QASP	Quality Assurance Surveillance Plan
PMP	Project Management Plan
POC	Point of Contact
PWS	Performance Work Statement
Reclamation	United States Bureau of Reclamation
ROW	Right-of-Way / Rights-of-Way
USC	United States Code

9.0 References

A Canal – Encroachment Maps

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