

Invitation For Bid Scope of Work

Black Hills National Cemetery

**Administration and Maintenance Buildings Renovation
Project Number 884CM3015
Project Scope For Construction**

**Department of Veterans Affairs, National Cemetery Administration
Office of Construction Management**

November 2022



TABLE OF CONTENTS

1. GENERAL
2. PROJECT GOAL
3. STATEMENT OF BID ITEM
4. BACKGROUND
5. OPERATIONAL CONSIDERATIONS
6. ENVIRONMENTAL COMPLIANCE
7. HISTORIC COMPLIANCE
8. PROJECT SCOPE - VA NCA
9. Government Provided Construction Document Package
10. Accessibility
11. Construction Criteria
12. Construction Performance Schedule

1. GENERAL

- 1.1. This Scope of work (SOW) identifies the goal and objectives of this construction project.
- 1.2. The construction contractor shall provide all labor, materials, tools and equipment, and services necessary to construct this project per the construction documents and specifications.
- 1.3. The construction contractor shall be responsible for the quality and completeness of the construction project. Complete and accurate coordination between the trades and quality control of all sub-contractor's work shall be required.

2. PROJECT GOAL

- 2.1. Black Hills National Cemetery, Administration and Maintenance Buildings Renovation per the construction documents and specifications attached herewith.

3. STATEMENT OF BID ITEM

- 3.1. Installation of all work shown on the plans and described in the specifications including but not limited to:
- 3.2. Renovation and Expansion of Admin Building #1001 and Maintenance Building #3001, repairs and modifications to the Committal Shelter, lighting upgrades to Maintenance Building #3002, security upgrades to the campus, stone masonry work, miscellaneous exterior work, and associated work with providing temporary facilities for the Administration Building #1001 and portion of Maintenance Building #3001 during construction.

4. BACKGROUND

- 4.1. Black Hills National Cemetery is located three miles east of Sturgis, S.D., in the shadows of the Black Hills.
- 4.2. Black Hills National Cemetery address is 20901 Pleasant Valley Drive Sturgis, SD 57785.

5. OPERATIONAL CONSIDERATIONS

- 5.1. Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and regional (Mid-West District) policies, priorities, goals, and objectives. The functions of a national cemetery include the operation and maintenance of all aspects of the cemetery. Typically, this includes burial of veterans and eligible family members, the interment of cremated remains, and the placement and maintenance of a headstone or grave marker. Cemetery operations include the conduct of Memorial Day and other special ceremonies, as well as the care of graves, structures and grounds. Black Hills National Cemetery is operated and maintained by Black Hills National Cemetery staff. Operating hours are Monday through Friday, 8:00 am – 4:30 pm. Closed federal holidays except Memorial Day and Veterans Day.
- 5.2. **All work must take place during normal operating hours.** Any request to work over these hours must be requested in writing and approved by Cemetery Director in conjunction with COR a minimum of 24 hrs. in advance. Also, the Cemetery hosts numerous ceremonies and events. **Work that interferes with these ceremonies will cease during ceremonies.** Notice will be provided by the Cemetery staff 5 days in advance of scheduled ceremonies whenever

possible. Occasionally events are scheduled with less than 5 days' notice in which case the Cemetery will provide as much notice as is possible.

- 5.3. Parking is limited. Construction staff vehicle parking areas are to be coordinated with the COR and cemetery director. Offsite parking will be required, VA NCA will not reimburse for such parking.
- 5.4. No smoking inside cemetery grounds.
- 5.5. Proper attire and professional conduct are required at all times.
- 5.6. All work must cease during the time an interment is taking place near the construction site. Special care must be taken to accommodate visitors and to ensure work does not interfere with their visit and ensure that there are no safety hazards present.

6. ENVIRONMENTAL COMPLIANCE

- 6.1. Based upon Department of Veterans Affairs "Environmental Effects of VA Actions," 38 CFR Part 26, Black Hills Cemetery project is "categorically excluded" from the need for environmental documentation, specifically Section 26.6 of said code paragraph (b)(2).

7. HISTORIC COMPLIANCE

- 7.1. This project is located at the Black Hills National Cemetery, which is listed in the National Register of Historic Places (NRHP). The proposed scope of work for this project is subject to compliance with Section 106 of the National Historic Preservation Act (P.L. 89-665, as amended). Accurate documentation of the work is required for this project to indicate the protection of cultural landscapes and be compatible with contributing elements within the Cemetery. Work on historic resources must meet the Secretary of the Interiors Standards for the Treatment of Historic Resources.

8. PROJECT SCOPE -

- 8.1. VA NCA requires the offeror to submit a detailed price breakdown/cost schedule in the proposal which includes cost detail for each scope of work item, cost schedule line items shall match project performance schedule line items.

9. Government Provided Construction Document Package

- 9.1. The following construction documents are attached for your use.
 - 884CM3015 Black Hills NC 100% CD dwg
 - 884CM3015 Black Hills NC 100% CD Specs

10. Construction Criteria-

- 10.1. See government provided construction document package, section 9 above.

11. Construction Performance Schedule:

- 11.1. **365 calendar days from notice to proceed.**

Signed by Homayoun Kazemipour _____