

**Project Location: CULPEPER NATIONAL CEMETERY**

**Project Title: ADMINISTRATION BUILDING MODIFICATION, CULPEPER NATIONAL CEMETERY**

**NRM Project Control #: 839-NRM14-002**

Contractor shall provide all labor, equipment, material and supervision necessary to: modify the existing administration building in accordance with the attached drawings (PDF File 11.2.2012 Culpeper Drawings) and specifications (PDF File 11.2.2012 Culpeper Specifications); provide a temporary cemetery staff office in accordance with SOW paragraph 3.0; and demolish and dispose of off-site excess materials and construction debris; at Culpeper National Cemetery, 305 U.S. Avenue, Culpeper, VA 22701.

Cemetery POC(s):

Steven Fezler, Cemetery Director/COR..... (703)221-2183

April Pedretti, Assistant to the Director..... (540)825-0027

Technical Information:

Robert Strange, MSN I Supervisory Engineer..... (215) 381-3787 (ext. 4054)

## 1.1 PRICE SCHEDULE

Contractor shall provide all labor, equipment, material and supervision necessary to: modify the existing administration building in accordance with the attached drawings (PDF File 11.2.2012 Culpeper Drawings) and specifications (PDF File 11.2.2012 Culpeper Specifications); provide a temporary cemetery staff office in accordance with SOW paragraph 3.0; and demolish and dispose of off-site excess materials and construction debris.

ITEM NO.	DESCRIPTION	EST QTY	UNIT	TOTAL PRICE
001	Contractor shall provide all labor, equipment, material and supervision necessary to: modify the existing administration building in accordance with the attached drawings (PDF File 11.2.2012 Culpeper Drawings) and specifications (PDF File 11.2.2012 Culpeper Specifications); provide a temporary cemetery staff office in accordance with SOW paragraph 3.0; and demolish and dispose of off-site excess materials and construction debris.	1	JOB	\$ _____
GRAND TOTAL COST:				\$ _____

Duration: Term of the contract shall be one hundred and twenty days (120 days) from date of award. The Contractor will complete all work within 120 calendar days after receipt of Notice of Award, subject to all terms, conditions, provisions and schedules of the contract.

(END OF PRICE SCHEDULE)

## STATEMENT OF WORK

### 1.0 General Requirements:

Contractor shall provide all labor, equipment, material and supervision necessary to: modify the existing administration building in accordance with the attached drawings (PDF File 11.2.2012 Culpeper Drawings) and specifications (PDF File 11.2.2012 Culpeper Specifications); provide a temporary cemetery staff office in accordance with SOW paragraph 3.0; and demolish and dispose of off-site excess materials and construction debris.

### 2.0 Mandatory Points of Contact

#### 2.1 Points of Contact for Department of Veterans Affairs National Cemetery Administration:

Steven Fezler, Cemetery Director/COR  
Quantico National Cemetery  
18424 Joplin Road (Rt 619)  
Triangle, VA 22172

Tel: (703)221-2183  
Email: Steven.Fezler@va.gov

April Pedretti, Assistant to the Director  
Culpeper National Cemetery  
305 U.S. Avenue  
Culpeper, VA 22701

Tel: (540)825-0027  
Email: April.Pedretti@va.gov

Robert P. Strange, PE, MBA, Supervisory Engineer (Technical POC)  
NCA Memorial Services Network - Region I  
5000 Wissahickon Avenue  
Philadelphia, PA 19144-4867

Tel: (215) 381-3787 (ext. 4054); Email: Robert.Strange@va.gov

#### 2.2 Points of Contact for Contractor (please indicate):

\_\_\_\_\_  
(Name & Title) Tel: (     ) \_\_\_\_\_ - \_\_\_\_\_

Fax: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Name & Title – Alternate POC) Tel: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Note: If work is authorized to be performed after hours or on weekends / holidays, and an emergency occurs, the Contractor shall contact the Police in the absence of the COR or Acting Director. The Police office will then contact Cemetery management or take appropriate action.



### **3.0 Temporary Cemetery Staff Office**

3.1 The Contractor shall, within fifteen (15) days after receipt of Notice to Proceed, provide a temporary office, furniture, two paved walkways, and two inch deep gravel surfaced area for use of the Cemetery Staff. Office and furniture shall be new. Office location shall be coordinated with the Cemetery Director.

3.2 The field office shall provide not less than 67 square meters (720 gross square feet) of floor area in one unit. Installation of the office shall meet all local codes.

3.3 Provide office with two, 900 mm (three foot) wide exterior doors, including hardware; one employee entrance with OSHA approved platform, stairs, and railing leading to grade; and one public entrance to the reception area with OSHA approved handicap ramp, skid resistant surface, and railing leading to grade. Provide concrete foundation for and anchor handicap ramp and stairs to the ground to prevent them from being blown away during high winds.

3.4 Enclose the entire perimeter of the office from the floor to the ground and finish to match exterior. Provide R7 insulation and seal tight to the ground with a painted 19 mm (3/4 inch) exterior grade plywood skirt.

3.5 Exterior finishes shall be manufacturer's standards.

3.6 Provide floor, wall, and roof with not less than R5 insulation.

3.7 Interior finishes shall consist of resilient flooring, plywood paneling or painted wallboard on walls, and acoustical tile ceilings. Interior doors may be either painted or stained.

3.8 Interior shall be subdivided with full height partitions to provide one reception area, one conference room, three offices, and two separate toilets (one male and one female). Provide each space with 900 mm (three foot) wide door with master keyed locks. Section off an area with a low partition and counter for the receptionist's desk.

3.9 Provide 750 mm (2-1/2 feet) wide by 900 mm (3 feet) high operable windows; two in each room, except provide only one 600 mm (2 foot) high window in toilet rooms. Window openings shall be fitted with security bars to prevent any forced entry. Both exterior doors of cemetery office shall have a hasp and padlock and also deadbolts keyed from both sides.

3.10 Provide sufficient fluorescent lighting in each room to deliver 750 lux (70 foot-candles) of light at desk top height without the aid of daylight. Provide one light switch in each room.

3.11 Provide one duplex receptacle in each wall of each room. If a wall is 3.0 m (10 feet) long or more, provide two receptacles for each 3.0 m (10 feet), or portion thereof, of wall. Provide two duplex receptacles in low partition at receptionist's desk.

3.12 The Contractor shall, for the duration of the Cemetery Staff's occupancy, provide and pay for the following:

3.12.1 Electricity, hot and cold water, sewage treatment, and necessary temporary utility distribution lines and services including telephone and internet.

3.12.2 All necessary piping, power circuits, network cabling, patch panels, equipment racks, cat 5e or better cabling for phones and computers, electrical fixtures, lighting, and other items necessary to provide a habitable structure for the purpose intended. Provide minimum of 12 network receptacles and 24 electrical receptacles located as approved by Cemetery Director upon review of the Contractor's submitted plan.

3.12.3 Thermostatically controlled, centralized heating and air conditioning system designed to maintain the temperature between 21 and 27 degrees C (70 and 80 degrees F) with 50 percent relative humidity maintained during the air conditioning season. Thermostats shall be energy saving programmable type with a minimum of three temperature settings for each day of the week.

3.12.4 One water closet, lavatory, mirror, toilet paper dispenser, paper towel dispenser, soap dispenser, towel bar, and two-prong coat hooks for each toilet room. Provide holding tank for sanitary sewer, including periodic pumping as required, or tie into existing adjacent sewer distribution system.

3.12.5 One (1) wall mounted first aid kit that meets or exceeds current OSHA and AMSI Z.803-1 requirements.

3.12.6 One (1) wall mounted key safe with push-button combination lock sized for 48 keys.

3.12.7 Two (2) wall mounted 10 pound Tri-Class (ABC) dry chemical fire extinguishers.

3.12.8 Six (6) hard hats, white, full brim with ratchet headband system.

3.12.9 Six (6) ANSI 207 Class 2 safety vest in lime color with two pockets. Provide 3 size large and 3 size extra large.

3.12.10 Installation of a suitable security system for the cemetery office with alarm monitoring services.

3.12.11 Maintenance of satisfactory conditions in and around the field office and parking area.

3.12.12 Maintenance of gravel surfaced area and paved entrance walkways, including the area for parking, in an acceptable condition for vehicle and foot traffic at all times.

3.12.13 Maintenance of utility services, including bi-weekly janitorial services and supplies (toilet paper, soap, paper towels, water etc.).

3.12.14 Potable water, fuel and electric power for normal office uses, including lights, heating, and air conditioning.

3.12.15 Photocopier/Printer/Scanner/Fax Machine (complete with installation, service, maintenance, supplies and payment of all monthly usages charges):



3.12.15.1 Minimum Photocopier/Printer requirements:

- 1) Collating/sorting/stapling.
- 2) Enlarging/reducing
- 3) Multi-size sheet feeder.
- 4) Four paper tray sizes and bypass tray.
- 5) Two-sided and single-sided copying.
- 6) Network capability/connectivity

3.12.15.2 Minimum Scanner requirements:

- 1) Scan to email and scan to folder capability.
- 2) PDF, TIFF, JPEG output format capability
- 3) Network capability/connectivity.

3.12.15.3 Minimum Fax Machine requirements:

- 1) Plain paper copies.
- 2) Memory feature with fifty documents.
- 3) Automatic document feeder with 50 page capacity.
- 4) Memory storage for twenty or more numbers.
- 5) Network capacity/connectivity.

3.12.15.4 All services, maintenance and supplies shall be same day service.

3.12.16 Contractor shall provide two-way radios (2 each) Motorola DTR650 (or equal) with rechargeable batteries and charging stations. These radios will remain the property of Contractor.

3.12.17 Internet, Data and Voice Equipment/Connection and Communications (complete installation, maintenance and payment of all monthly usage charges), including:

3.12.17.1 Two Voice lines (one dedicated phone line for FAX machine and one dedicated phone line for communications).

3.12.17.2 Voice line numbers must have local area code.

3.12.17.3 Four (4) desk telephones, each with speaker, answering machine and long telephone cord.

3.12.17.4 One (1) conference room telephone set with conference speaker(s) and extra long telephone cord.

3.12.17.5 Indoor equipment: Must provide separate RJ45 connections for data communications (CAT5 cabling) and RJ11 connections for analog voice communications in quantities specified above. Provide central location for termination of the CAT5 cabling.

3.12.17.6 Data Connection: Provide T-1 connection lines. Methods and material shall be per ANSI/EIA/TIA-568-1991 Standard. Install (2) four pair Category 5e/6 cable unshielded twisted pair (total of 8 conductors) (UTP) Category 5e/6 IEEE 802.3 100BaseT UTP Level 5e/6, 24 AWG cables. Contractor shall supply 100BaseT, Category 5e or Category 6 certified rack-mounted modular RJ45 punch down

block/panel as required (24/48 ports) for jacks meeting the ANSI/EIA/TIA-568-A-5 category 5e/6 standards.

3.12.17.7 Twenty-four/Seven live phone-base technical support.

3.12.17.8 Next business day on-site support, maintenance and service.

3.13 The Contractor shall provide the following new items in the quantities indicated:

3.13.1 One receptionist workstation with adjustable keying desk or drawer 738 mm H x 1.5 m W x 760 mm D (size 29-1/2" H x 60" W x 30" D).

3.13.2 One printer stand 663 mm H x 1.5 m W x 750 mm D (size 26-1/2" H x 60" W x 30" D).

3.13.3 Three office desks, double pedestal.

3.13.4 One conference table 900 mm x 1.8 m (size 3' x 6').

3.13.5 Three work tables 750 mm x 1.8 m (folding 30" x 72").

3.13.6 One receptionist chair.

3.13.7 Three swivel chairs with arms.

3.13.8 Six conference chairs (armless & folding).

3.13.9 Four lockable 5 drawer file cabinets, letter size.

3.13.10 One drawing rack, with 12-750 mm (12-30 inch) "Plan Hold" drawing holders, freestanding.

3.13.11 Three bookcases.

3.13.12 One electric water cooler and provide a contract for water for the duration of the project.

3.13.13 One metal storage cabinet, 900 mm x 450 mm x 1.8 m (36" x 18" x 72") with six shelves.

3.14 At the completion of all work, including the punch list, the Temporary Cemetery Staff Office and facilities shall become the property of the Contractor and the Contractor shall remove same, including utility connections, from the Cemetery. The site shall be restored to original condition.

3.15 The Contractor shall furnish floor plans for approval by the Cemetery Director prior to furnishing the field office.

**(END OF STATEMENT OF WORK)**