

SCOPE OF WORK

UPDATE SITE SIGNAGE **FORT SILL NATIONAL CEMETERY, ELGIN, OKLAHOMA 73538**

- A. The Contractor: Shall furnish all labor, material, supplies, equipment, tools, transportation, and supervision to update the traffic, feature identification, and directional signage, and burial section markers throughout the Fort Sill National Cemetery. Perform the following work as required by drawings and specifications, and as described herein:
1. Remove and properly dispose of twelve (12) existing aluminum frame burial section markers and eighteen (18) existing traffic, identification, and directional signs located throughout the cemetery. Demolish the existing foundations and posts at least 6 inches below grade;
 2. Install twelve (12) new cast stone burial section markers;
 3. Install seven (7) new single cast stone posts with aluminum frame traffic regulation signs, four (4) of which with two sign panels;
 4. Install seven (7) new sets of double cast stone posts and aluminum frame identification signs, two (2) of which with double-sided panels;
 5. Install three (3) new sets of square aluminum double post and aluminum frame directional signs, one (1) of which with double-sided panel;
 6. Install four (4) new aluminum frame directional sign panels and repaint existing aluminum double posts;
 7. Repaint two sets of existing aluminum double posts, and existing aluminum frame and panel. Reinstall repainted sign panel; and
 8. Perform all necessary demolition and debris removal as shown and described in the contract documents.
- B. The Work: The Work shall include, but shall not be limited to the following (not necessarily in the order indicated):
1. Contractor shall remove and properly dispose of existing signs and granite burial section markers as indicated on project drawings. Turn over all salvaged sign panels to the Contracting Officer's Representative (COR).
 2. Contractor shall procure and install all necessary materials to provide new posts, frames, sign panels, and footings as indicated on the project drawings and specifications.
 3. Prior to installation, the contractor shall verify locations and orientation of all new signage with the COR. Contractor shall not proceed until the locations and orientation of the new signage have been approved by the COR.
 4. Contractor shall cast and provide additional (spare) cast stone sign posts to thee COR in the following quantities:
 - a. Eight (8) additional section markers;
 - b. Two (2) additional 7 ½-inch-square posts;
 - c. Four (4) additional 5 ½-inch-square posts.
 5. Haul away & dump debris and waste to an approved disposal site.
 6. Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.

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C. General Conditions:

1. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
2. Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.
3. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site not to be removed and do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
4. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.
5. All utilities required for the continuous operation of all existing facilities shall be maintained in service at all times except when disruptions are needed. The contractor shall inform the Cemetery Director and the Contracting Officer (CO) in writing for such disruptions and obtain approval from the CO in writing at least 2 weeks prior to such need. When option exists, implement options to minimize interruption of services to the facilities.
6. The Contractor shall coordinate with the Cemetery Director for parking, material storage, temporary portable restroom facilities, and any other needs for the work. Public access to the National Cemetery shall not be impaired.
7. The Contractor shall assume sole responsibility for safety of all persons on or about the construction site, in accordance with applicable laws and codes. Guard all materials in accordance with the safety provisions according to OSHA and Associated General Contractors of America (AGC).

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D. Standards of Employee Conduct:

1. The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National Cemeteries are national shrines. The standards of work, appearance, and procedures performed by the contractor at this cemetery shall reflect this nations concern for those interred there. Due to the sensitive mission of the cemetery, contractor personnel must exercise and exhibit absolute decorum, composure, and stability at all times.
2. Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here, while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Part I, Chapter 9, Section 5901.
3. Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum indicative for a National Shrine. Uniform shirts and hats are preferred. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer garments are prohibited. Protective/safety clothing and shoes shall meet or exceed OSHA and state requirements.
4. Behavior and language must be appropriate, reverent, and respectful at all times.
5. Eating and drinking (except water) is prohibited in the work areas and within sight of a committal shelter during a service.
6. Use of intoxicating beverages, any tobacco products, and illegal drugs on the Cemetery premises is strictly prohibited.
7. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.
8. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employees from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government. If the Contractor fails to act in this regard, or the reason for a removal is immediately required to protect the interests of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contacting Officer (CO) for final resolution; however, the Contractor will first immediately comply with COR direction pending any CO final resolution at a later time or date. The Contractor will not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is directed by the COR, and is later found invalid and/or unreasonable by the Contracting Officer.

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- E. Time of Completion: The project shall be completed within 90 calendar days after contract Notice to Proceed. Work outside of the Cemetery's normal operating hours of 7:00 am to 4:30 pm shall be permitted only by approval of the COR and only in order to meet the Period of Performance.
- F. Code Compliance: All work shall be performed in accordance with the specifications. It shall be the Contractor's responsibility to comply with all the applicable local, state and federal laws and regulations. The Contractor shall apply and obtain all applicable permits to comply with local, State and Federal regulations and requirements. The Contractor shall remove and dispose of all waste materials and construction debris and comply with all applicable local, State and Federal regulations and requirements. All waste materials and debris specified shall be removed from the Cemetery grounds by the Contractor at its own expenses, including all applicable permits and fees.
- G. Contractor Quality Control:
1. The Contractor shall guarantee that all work done under this contract shall be free from defaults and no faulty materials or workmanship with one (1) year warranty, except cast stone products which shall have a two-(2) year extended manufacturer's warranty as specified. The Contractor hereby agrees to repair or replace deficiencies within the specified time frame by the direction of the CO at Contractor's own expense and shall be corrected to the satisfaction of the Government.
 2. The Contractor shall provide a Job Site Superintendent who speaks and writes fluent English on site, and at all times when Contractor personnel are on the premises. The Job Site Superintendent will: a) review and approve submittals, b) inspect the quality of work performed, and c) certify the completed work for payment and other purposes.
- H. Availability/Constraints of Site: See attachments: Specification Section 010000, "General Requirements"; Specification Section 017419, "Construction Waste Management"; Specification Section 024110, "Demolition and Site Clearing"; Specification Section 312011, "Earthwork"; Specification Section 328400, "Planting Irrigation"; and "*Fort Bliss National Cemetery - Additional Information and Requirements.*"
- I. Pre-bid Site Inspection: A pre-bid site inspection can be arranged if desired. Contact the Contracting Officer's Representative (COR), Mr. Richard Guidry at (580) 492-3200 to make site visit arrangements.
- J. Submittals After Award: Submit samples, cut sheets, and shop drawings to the COR for review and approval.
- K. Plans/details:
D-101, Demolition Plan;
L-101, Site Plan;
L-201, Cast Stone Post Signs;
L-202, Cast Stone Post Sign Details;
L-203, Metal Post Sign Details.

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- L. Project completion: The project site shall be protected and/or restored to a condition equal to that existing prior to the commencement of work. Upon completion of contract, deliver work complete and undamaged. Existing work (lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work

END OF SCOPE OF WORK

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**ATTACHMENT A
FIGURES**



Figure 1: Typical existing burial section marker to be removed and replaced w/Sign Type D



Figure 2: Typical existing traffic regulation sign, short, to be removed and replaced w/Sign Type A



Figure 3: Typical existing traffic regulation sign, tall, to be removed and replaced w/Sign Type A



Figure 4: Typical existing feature identification sign to be removed and replaced w/ Sign Type B1

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Figure 5: Typical existing feature identification sign to be removed and replaced w/ Sign Type B2



Figure 6: Typical existing directional sign to be removed and replaced w/ Sign Type C1



Figure 7: Typical existing directional sign to be removed and replaced w/ Sign Type C2



Figure 8: Typical existing directional sign to be removed and replaced w/ Sign Type C3

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Figure 8: Typical existing information sign to be removed and replaced w/ Sign Type C4 (existing posts to be repainted and reused)



Figure 8: Existing site directory sign to be salvaged, posts repainted, and reinstalled



Figure 9: Existing site regulations sign to be salvaged, posts and panel repainted, and reinstalled