

SCOPE OF WORK
REPAIRS & IMPROVEMENTS, COMMITTAL SHELTER & ADMIN BUILDING
BLACK HILLS NATIONAL CEMETERY, STURGIS, SOUTH DAKOTA 57785

- A. The Contractor: Shall furnish all labor, material, supplies, equipment, tools, transportation, and supervision to repair and maintain the Admin Building and Committal Service Shelter at Black Hills National Cemetery. Perform the following work as required by drawings and specifications, and as described herein.
- B. The Work: The Work shall include, but shall not be limited to the following (not necessarily in the order indicated):

Committal Service Shelter

1. Panelboard:

- a. Contractor shall demolish, remove, and properly dispose of the existing interior electric service panelboard including circuit breakers (C/B). The existing lighting contactor enclosure, door and trim (below the C/B enclosure) shall remain in place and be protected. Label the circuits with tape and indelible ink per the existing breaker directory prior to disconnecting conductors.
- b. Install a new interior electrical 42-space panelboard (225 Amp bus, single-phase, 2-pole, 3-wire, bottom feed, flush mount) and new circuit breakers: 150 Amp main breaker, ten (10) single-pole 20 Amp breakers; and thirteen (13) tandem single-pole, 2-15 Amp breakers. New panelboard chassis shall allow the reuse of the existing conduit and cables. New enclosure shall fit existing wall space, 20 inches wide, 5 inches deep. If existing enclosure cannot be removed, contractor shall supply a retrofit panelboard chassis to be installed in the existing back box.
- c. Provide and install new trim and doors.
- d. Retype and print panel directory.
- e. Paint all exposed surfaces, trim and doors; repaint contactor enclosure door and trim to match.

2. Baseboard Heaters:

- a. Demolish, remove, and properly dispose of twelve (12) existing baseboard electric heaters (installed on 6 walls) and a wall-mounted thermostat.
- b. Install eleven (11) new 2000W (208V – 1 ϕ), 6800 BTU/hr, 8-foot self-contained, hydronic baseboard heaters and a new manual electric baseboard thermostat in accordance with NFPA 70: National Electric Code (2014), §424, *Fixed Electric Space Heating Equipment*. The heaters shall include necessary component parts, including accessories, for a complete installation.
- c. Install new junction box and wall-mounted electrical raceway in place of the first baseboard heater closest to electric panel that will not be replaced. Color of raceway shall match that of new baseboard heaters as closely as possible.
- d. Two of the units shall have factory installed convenience receptacle outlets in order to comply with requirements of §424.9. Connect the receptacles to the dedicated receptacle circuit and not the heater circuit.
- e. Suitable fasteners shall be provided by the Contractor.

3. Ceiling Fans:

- a. Install three (3) new ceiling fans on the laminated wood radial arches, near the top between

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- the skylight ring and the beam. The fans shall be _____, 65” or approved equal.
- b. Each fan shall be individually controlled by a new fan speed control dial, ganged in a new surface mount box under the heater thermostat control.
 - c. Install the wiring in surface mounted, low profile, power-rated, nonmetallic raceway (Legrand Wiremold® or approved equal), adequately sized for all the fan conductors. Provide and install all necessary fittings.
 - d. Cover the raceway with a new decorative wood moulding/casing stained to match the existing ceiling decking and laminated beams.
 - e. Run the raceway and moulding under the laminated wood lintel and between the arches, also enclosing the existing speaker wire under the moulding.
 - f. Where the existing speaker wire has been threaded through the arch, disconnect the speaker wire, expand the hole to allow the fan wire(s) to be inserted, and reconnect the speaker wire.
 - g. Run the raceway and moulding for each fan up along one side of the the radial arches (closest to the ceiling) (per the attached schematic).
 - h. Install and wire a single 20-Amp circuit breaker and #12-3THHN wire for each fan.
4. Terrazzo Floor:
- a. Strip, wash and rinse bonded monolithic terrazzo flooring, and apply two (2) coats of sealer. Sealer shall not discolor or amber and shall be of the penetrating type specifically prepared for use with rustic terrazzo (solvent acrylic type preferred).
 - b. Buff terrazzo surfaces with electric buffing machine.
 - c. Temporarily move chairs, moveable cabinets, and other moveable items, and protect these items from damage as necessary to refinish floor; move items back to their original positions when complete.
5. Gutters and Downspouts:
- a. Demolish, remove, and properly dispose of all gutters and downspouts at the front of the building.
 - b. Replace with new 5-inch aluminum gutters with baked enamel, factory bronze finish (after refinishing fascia and soffits.)
6. Wood Fascia:
- a. Prepare all painted wood fascia, including sanding, scraping, patching, caulking, repairing, cleaning, etc. as necessary to make the surfaces acceptable for the application of exterior latex based semi-gloss paint.
 - b. Contractor shall repair damages to fascia board and trim surfaces caused by birds/rodents prior to application of paint.
 - c. A minimum of two (2) coats of a high-performance satin enamel paint and primer in one product (Behr Premium Plus Ultra® Exterior or approved equal) shall be applied, including to the bottom edge. Paint color(s) shall match existing.
 - d. All surfaces that are not to be painted shall be masked and covered to prevent paint splatters, drops, etc. from contacting the surfaces.
7. Entrance Soffit:
- a. Prepare all exterior wood soffits, wood fascia boards (doubled up), arch overlooker, and entrance lintel beams, including cleaning with a wood cleaner (Behr All-In-One Wood

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- Cleaner[®] No. 63 or approved equal) and rinsing, etc. as necessary to make the surfaces acceptable for the application of weatherproofing semi-transparent acrylic stain and sealer.
- b. One (1) coat of an all-in-one product (Behr Premium Semi-Transparent Weatherproofing All-In-One Wood Stain and Sealer[®] or approved equal) shall be applied. Stain color(s) shall match existing: Behr Sea Foam ST-132 for the soffit, fascia, and overlooker; and Behr Cedar Naturaltone ST-533 for the lintel beams.
 - c. All surfaces that are not to be stained shall be masked and covered to prevent splatters, drops, etc. from contacting the surfaces.

Administration Building

1. Doors: Contractor shall demolish, remove, and replace the front entrance wood veneered insulated metal door with large single lite; staff entrance hollow metal door; and seven (7) existing 3-foot x 7-foot 5-ply particle core, finished oak face interior doors. Replace all frames and casing per attached drawings and door schedule.
 - a. The glazing for the new exterior doors shall be sealed dual pane thermal glazing; all glazing shall be tempered glass.
 - b. Existing locksets, handles, closure, and stops shall be salvaged and reused. Hinges, thresholds and sweeps shall be replaced.
 - c. Salvage and reinstall plastic placard on interior employee-only door.
 - d. The new doors and frames shall be painted and/or stained to match existing.
2. Windows: Contractor shall demolish, remove, and replace thirteen (13) existing aluminum clad architectural series wood windows of various sizes and types per attached drawings and door schedule.
 - a. The existing window jambs, headers, and sills shall be sanded, repaired and stained to match existing.
 - b. New windows shall have divided lites to match existing.
 - c. Windows shall have a National Fenestration Rating Council (NFRC) U-Factor between 0.23 and 0.32 and a Solar Heat Gain Coefficient (SHGC) of 0.26 or less. Glazing shall be hermetically sealed, double pane, low solar gain/low-e thermal glazing.
 - d. Salvage and reinstall plastic placard sign on entrance sidelite.
 - e. Window interiors and casings shall be stained to match existing. Exterior cladding shall be enameled and color to match existing.
3. New Window Well: Contractor shall install a new window well for foreman's office in basement compliant with International Building Code emergency egress requirements.
 - a. Excavate exterior of window down to expected foundation drain tile.
 - b. Connect drain pipe for window well into drain tile and backfill to 6 inches below proposed window well depth.
 - c. Demolish existing window, and extend window opening by saw cutting/removing basement stem wall and interior wainscoting down to 40 inches above basement floor. Retain original width. Salvage brick window sill.
 - d. Remove existing egress ladder.
 - e. Install new emergency egress casement window and reinstall brick rowlock sill.
 - f. Install 6-inch gravel layer in bottom of window well and tie screened drain pipe into

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foundation drain tile.

- g. Install new polyethylene window well and matching polycarbonate cover.
 - h. Backfill and compact excavated area and window well with like earth and slope grade away from well and building so that standing water will not pool. The top 6 inches of backfill shall be Black Dirt / Top Soil fill. Reestablish disturbed turf with certified and approved sod.
4. Baseboards: All wood baseboards in the vestibule, visitor lobby, director's office, and administrator's office shall be removed and replaced in kind with new, stained to match existing.
5. Interior Painting:
- a. Prepare all existing interior painted surfaces of walls and ceilings including sanding, scraping, patching, caulking, repairing, cleaning, etc. as necessary to make the surfaces acceptable for the application of interior zero-VOC latex based eggshell paint.
 - b. A minimum of two (2) coats of paint shall be applied.
 - c. Paint color(s) shall match existing.
 - d. All surfaces that are not to be painted shall be masked and covered to prevent paint splatters, drops, etc. from contacting the surfaces.

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. Haul away & dump debris and waste to an approved disposal site.
- 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

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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).

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.

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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 Contracting 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.
- E. Time of Completion: The project shall be completed within 120 calendar days after contract Notice to Proceed. Work outside of the Cemetery's normal operating hours of 8:00 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. 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 attached specifications and drawings.
- I. Pre-bid Site Inspection: A pre-bid site inspection can be arranged if desired. Contact the Contracting Officer's Representative (COR), Mr. Terry Corkins at (605) 347-3830 to make site visit arrangements.
- J. Submittals After Award: Submit samples, cut sheets, and shop drawings to the COR for review and approval.

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- K. 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 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: Shelter “rustic” terrazzo floor to be refinished



Figure 2: Shelter interior electric panel (top C/B enclosure) to be removed and replaced

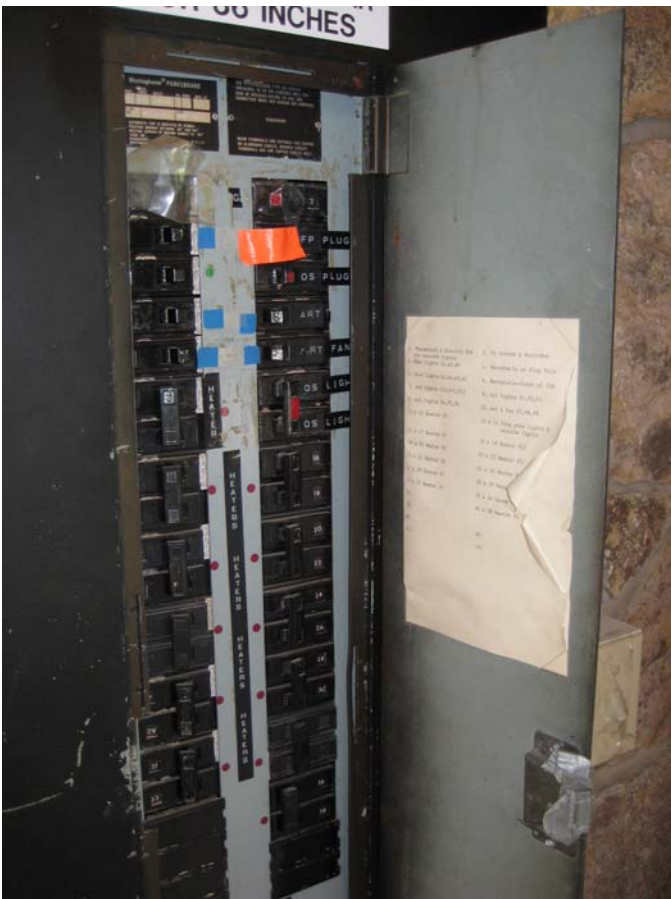


Figure 3: Shelter interior electric panel (open) to be removed and replaced

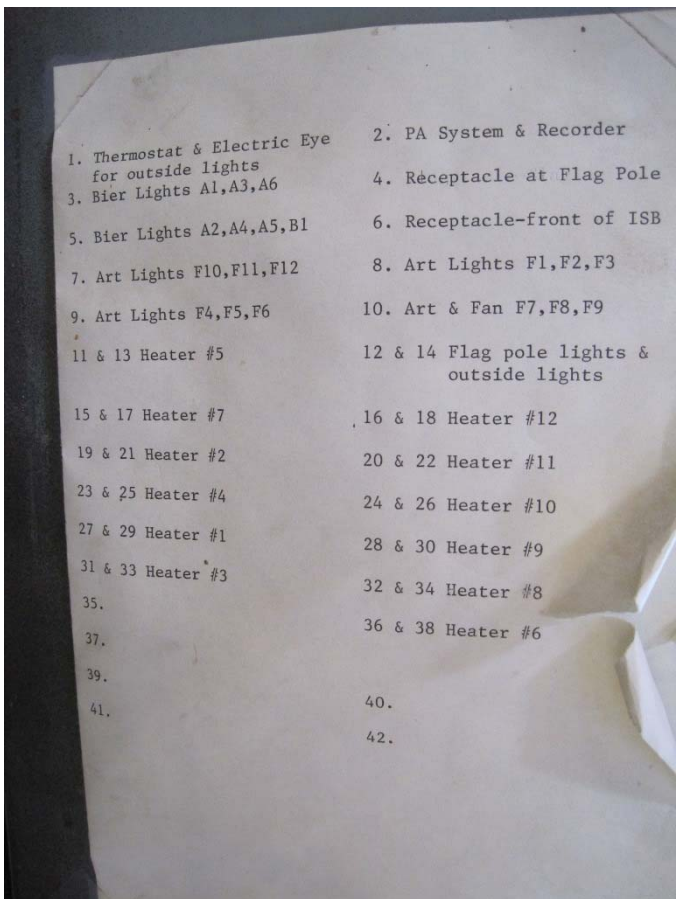


Figure 4: Shelter electric breaker schedule

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Figure 5: Shelter electric baseboard heater (typical) to be removed and replaced



Figure 6: Shelter electric baseboard heater (one of two) with receptacle to be replaced with factory installed type



Figure 7: Shelter fascia board (typical) to be stripped and repainted



Figure 8: Shelter fascia board (typical) to be stripped and repainted



Figure 9: Shelter downspout, end of run



Figure 10: Shelter gutter, beginning of run; and soffit

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Figure 11: Admin front entrance door and sidelite



Figure 12: Interior wood door (typical)

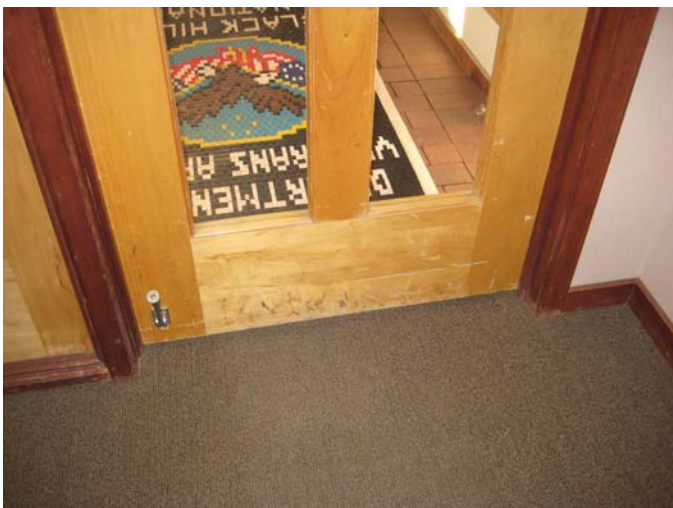


Figure 13: Foyer wood door (interior view) with dual lites



Figure 14: Hardware (typical) to be reused

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Figure 15: Admin casement window (typical), exterior view



Figure 16: Casement window (typical), interior view



Figure 17: Double-hung window to be replaced with casement window



Figure 18: Basement casement window (typical)



Figure 19: Basement window for new window well



Figure 20: Basement window for new window well (interior view)

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Figure 21: Baseboards and interior painting (typical)