

## STATEMENT OF WORK

**Project Title:** ALEXANDRIA LODGE HISTORIC RESTORATION  
**Project Location:** 1450 Wilkes Street, Alexandria, VA 22314  
**Project Number:** 826-008C  
**Contract Officer:** LENORA STEPHENS  
**Project Manager:** JOSEPH S. IMAMURA, Assoc. AIA, ASLA, AICP, PMP, LEED AP  
**Env. Specialist:** JILL SCHATTEL  
**Historic Architect:** ED HOOKER, III

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## **1.0 PROJECT DESCRIPTION**

This Statement of Work provides a general background of the project with specific deliverables and responsibilities of the Contractor for the repair and restoration of the historic lodge at Alexandria National Cemetery. Any repairs, replacements, and/or rehabilitations are to blend with the existing aesthetics to protect the integrity of the structure as a historic asset. All work will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. The National Cemetery Administration (NCA) has determined that proposed project will have No Adverse Effect on the historic character of Alexandria National Cemetery. The goal of this project is to prepare the lodge for commercial occupancy as soon as possible. Tenants will include veteran service organizations with restroom access for the general public.

Alexandria National Cemetery was listed in the National Register of Historic Places in 1995. The cemetery's Superintendent Lodge is a historic structure and, as such, any repair or alteration made to the building requires thorough consideration and thoughtful decision-making in alignment with conventional standards for historic restoration projects. Restoration of the historic lodge will require a general contractor with restoration experience capable of installing a new heating system, small window lock repairs, kitchen repairs for a leaking pipe, exterior soffit repair, and various site improvements to include replacing a concrete porch and other small repairs defined in detail under **Section 6.0**.

*Note, the terms NCA and VA are used interchangeably in this document unless specified, otherwise. Additionally, the term Project Manager (PM) and Contracting Officer's Representative (COR) are also used interchangeably.*

## **2.0 PROJECT CONTEXT**

In 1862 President Abraham Lincoln authorized the acquisition of property to be used as burial grounds for the Civil War dead, establishing the country's first national cemeteries. One of the earliest was Alexandria National Cemetery, which opened that same year with 13 other national cemeteries. The original cemetery consisted of approximately four acres known as Spring Garden Farm. By 1864, Alexandria National Cemetery was nearly filled to capacity, which eventually led to the planning, development, and construction of Arlington National Cemetery. By November 1870, the cemetery had reached its current size of a little over five acres. And, by 1871, the cemetery encompassed a cobblestone avenue, a fountain, an ornate wrought-iron rostrum, graveled walks and paths, a small pond and a greenhouse.

After the war ended, Congress passed legislation to protect the cemeteries by ensuring that each would have substantial fencing and adequate housing for the cemetery superintendents. This resulted in construction of dozens of structures designed under the direction of General Montgomery C. Meigs, who served as the quartermaster general during and after the war. These buildings became known as Meigs lodges. Alexandria's first lodge was seriously damaged by a fire in 1878 but was rebuilt.

The late Victorian Second Empire design with a mansard roof was typical of Meigs lodges at that time, which were usually L-shaped with one-and a-half-stories, and the superintendent's office on the first floor with living quarters on the second. The Alexandria Meigs lodge was constructed of reddish sandstone and brick and its roof had "fish scale" slate shingles over tin.

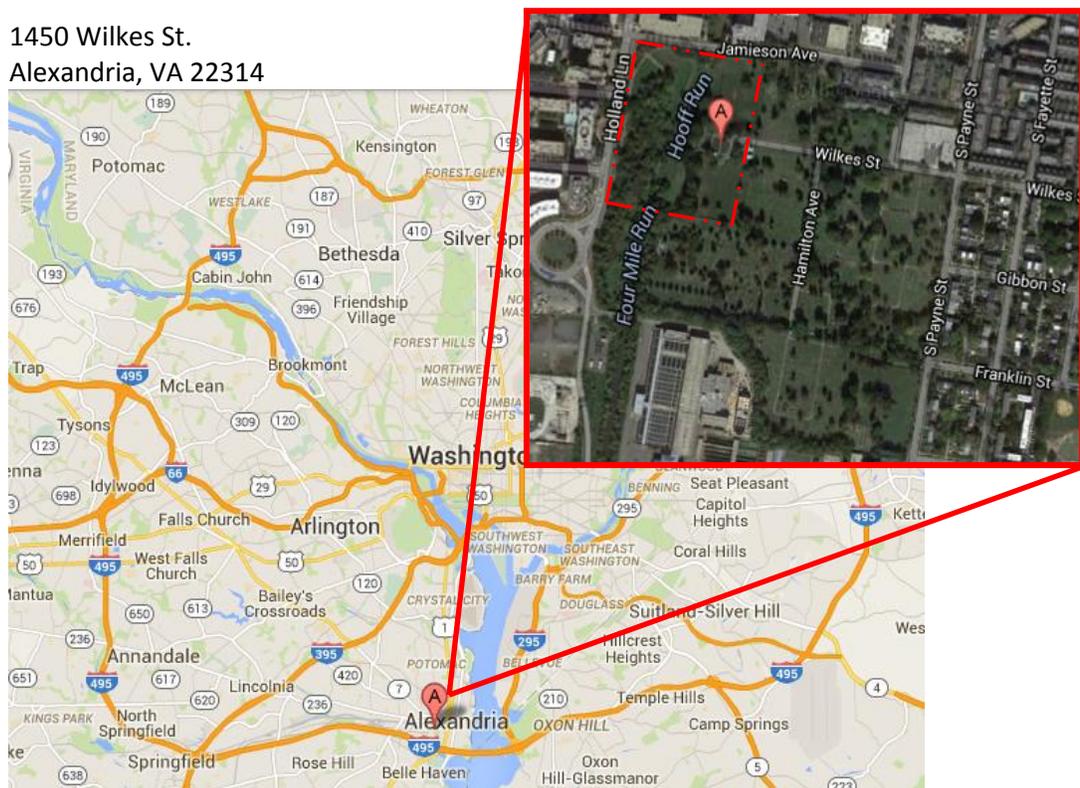
In 1887, another structure was built nearby to serve as a utility room with a kitchen, tool room and toilet. This brick building was connected to the lodge in the 1920s, around the time this photograph was taken. Alexandria National Cemetery was listed in the National Register of Historic Places in 1995.

Today, the superintendent's lodge is the primary building on the grounds and the oldest surviving structure. It was constructed of reddish Seneca sandstone and brick around 1870. Seneca sandstone was popular during Washington, D.C.'s, "brownstone era" (1840-1880), and can be found in many of the region's prominent buildings, including the Smithsonian Institution "Castle," and the U.S. Capitol floor and rotunda door frames. U.S. Quartermaster General Montgomery C. Meigs designed the lodge in a Second French Empire style; approximately 55 of these lodges were constructed in national cemeteries between 1870 and the end of the century.

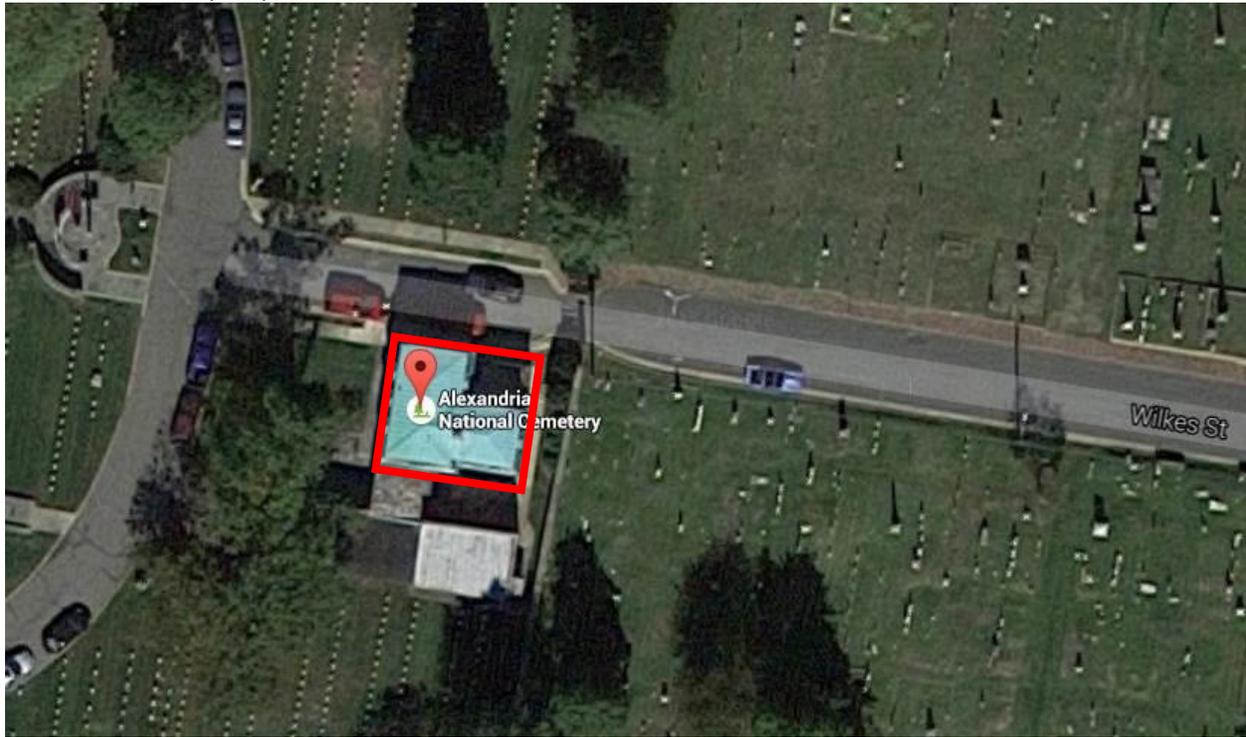
### 3.0 PROJECT LOCATION

Alexandria National Cemetery is located in the southeast section of Alexandria, situated in an urban area and surrounded by mixed use development and multi-family housing. The cemetery is located six blocks West of U.S Hwy 1 at the end of Wilkes Street in the City of Alexandria, VA. Wilkes Street may also be reached via Interstate 95, at the U.S. Hwy 1 North exit. There is a direction sign at the intersection of Washington and Gibbon Streets in Alexandria. Washington Street is part of the George Washington Memorial Parkway. The address for Alexandria National Cemetery is:

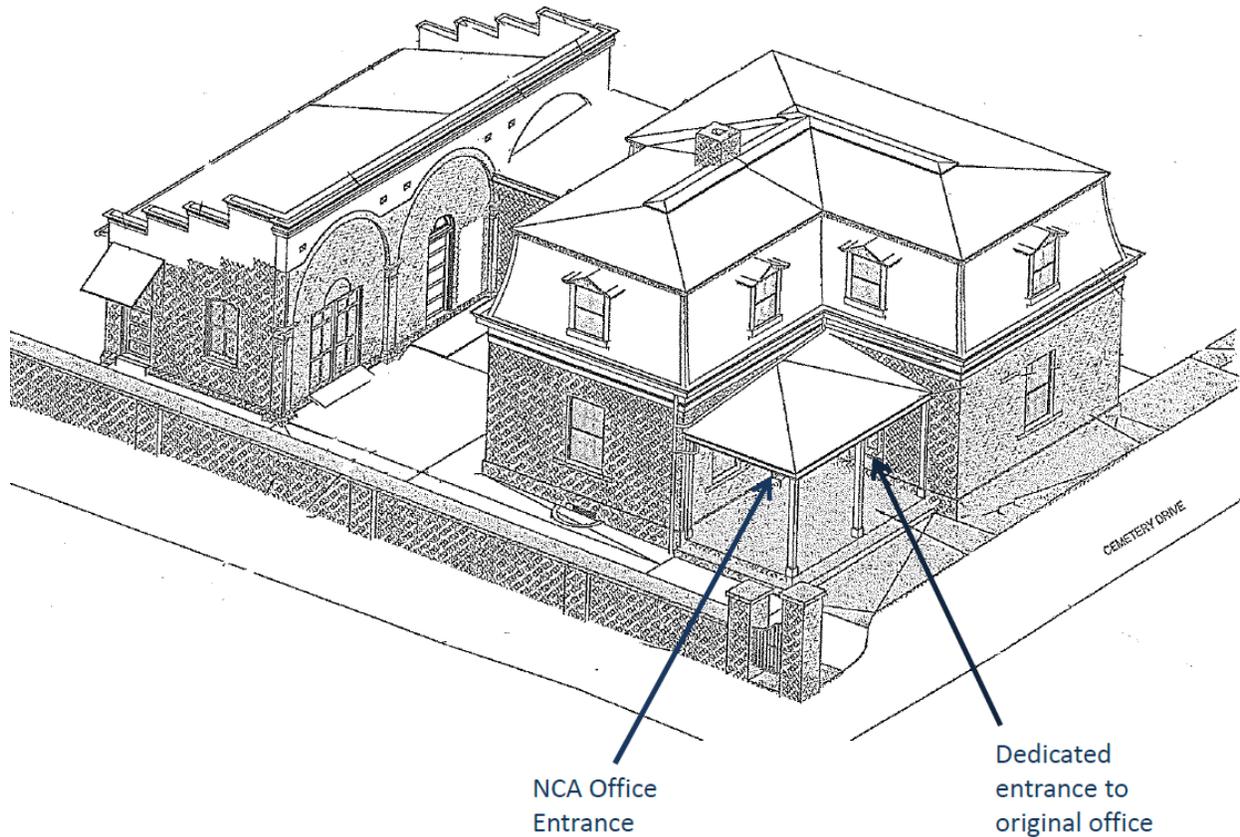
1450 Wilkes St.  
Alexandria, VA 22314



Site/ Aerial view (NTS):



Axonometric view:



#### **4.0 REFERENCE DOCUMENTS**

VA has adopted the latest edition of the following codes and standards as a minimum for all projects performed in the modernization, alteration, addition, or improvement of its real property and the construction of new structures. VA design Manuals and Master Specifications specify other codes and standards that VA follows on its projects include:

- VA Directives, Design Manuals, Master Specifications, VA National CAD Standard Application Guide, and other Guidance on the Technical Information Library (TIL) (<http://www.cfm.va.gov/til/>).
- International Building Code (IBC) (Only when specifically referenced in VA Design Documents)
- NFPA 101 Life Safety Code (see notes below)
- NFPA National Fire Codes with the exception of NFPA 5000 and NFPA 900
- Occupational, Safety and Health Administration (OSHA) Standards.
- National Electrical Code (NEC)
- International Plumbing Code (IPC)
- Architectural Barriers Act Accessibility Standards (ABAAS) including VA supplement, Barrier Free Design Guide (PG-18-13)
- Building Code Requirements for Reinforced Concrete, American Concrete Institute and Commentary (ACI 318)

#### **5.0 COMPLIANCE**

##### **5.1 Operational Compliance**

Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and regional (Memorial Service Network- MSN I) policies, priorities, goals, and objectives. Alexandria National Cemetery is maintained by staff supervised by the cemetery director of Quantico National Cemetery. 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. Office operating hours are Monday through Friday, 7:30 a.m. – 4:00 p.m. Office is closed Federal Holidays except Memorial Day and Veterans Day. Cemetery visitation hours are open daily from sunrise to sunset.

##### **5.2 Environmental Compliance**

Based upon Department of Veterans Affairs “Environmental Effects of VA Actions,” 38 CFR Part 26, this project is “categorically excluded” from the need for environmental documentation, specifically Section 26.6 of said code paragraph (b)(2). The Contractor will not be responsible for environmental compliance under NEPA.

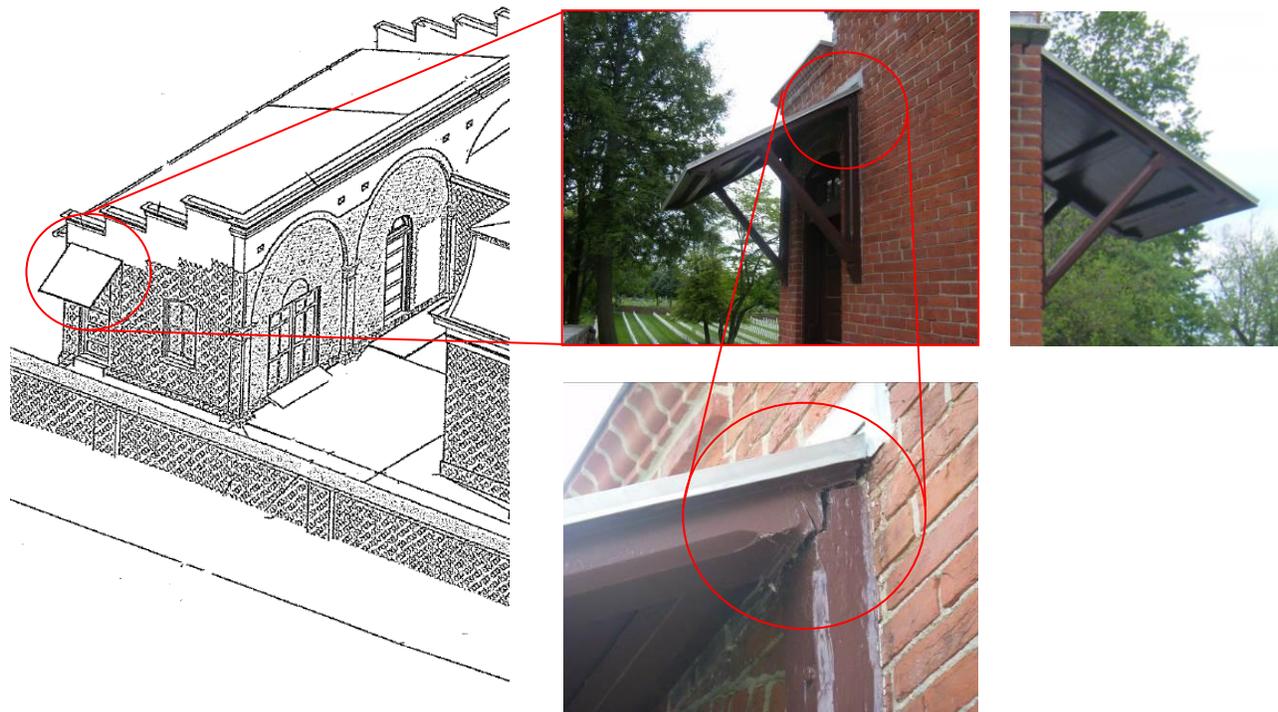
##### **5.3 Historic Review Compliance**

Alexandria National Cemetery has previously undergone a Section 106 Review of the National Historic Preservation Act (P.L. 89-665, as amended). Because this project is a continuation of previous construction work, the Contractor shall adhere to industry restoration standards for the specified tasks in this contract to the maximum extent practicable.

#### 5.4 Accessibility Compliance

All features constructed shall be fully accessible to physically disabled persons, in compliance with the Americans with Disabilities Act-1990 (ADA), Architectural Barriers Act of 1968 (ABA), as amended, and all other applicable policies governing barrier-free access. To achieve compliance, the National Cemetery Administration uses as its standard for building and facility design the Architectural Barriers Act Accessibility Standard (ABAAS). The standards are found at the following URL: <http://www.access-board.gov/ada-aba/final.pdf>. The criteria of these standards should be considered a minimum in providing access for the physically disabled. Dimensions that are not stated as “maximum” or “minimum” are absolute. All dimensions are subject to conventional industry construction tolerances except where the requirement is stated as a range with specific minimum and maximum end points. All aspects of compliance are to be discussed and exceptions may apply based on site conditions.

#### 6.0 PROJECT DELIVERABLES



##### Task 1.0- Overhang Repair

A. **Issue:** The existing overhang is in disrepair.

The contractor shall replace the damaged overhang with identical materials to include, but not limited to simple wood framing, bracing, metal flashing and roof. The new overhang shall be an identical replica in profile and dimension with chamfered framing and exact detailing and joinery. Any penetration for fastening the overhang to the brick wall should occur in the mortar joints for maximum structural support and permanence. Appropriate sealant shall be applied along the framing affixed to the brick wall to eliminate water penetration between the wood frame and brick wall. Paint the frame to match the existing color of the overhang.

Removal of the existing overhang shall be done with considerable care and sensitivity for minimizing potential damage to the existing brick. The contractor shall repair any damage to the building that may result from replacing the overhang at no charge to the government.



**Task 2.0- Site and Exterior Building Improvements**

- A. **Issue:** Soffit shows severe decay from rotted wood.  
 The contractor shall assess the extent of the rotted wood, replace the wood soffit, sand, prime, and repaint to match existing color.
- B. **Issue:** The window trim has fallen off, revealing severe decay behind the trim and, thus, affecting the integrity of the window to prevent water penetration.  
 The contractor shall assess the extent of the decay and if needed, make necessary repairs as approved by the COR and replace the wood trim (sand, prime, and repaint) to match the existing color.
- C. **Issue:** The location of the spigot impedes accessibility along the sidewalk.  
 The contractor shall relocate the spigot immediately adjacent to the building, reconnect it to the existing water line (blue dashed line in photo above), and replace concrete sidewalk within a minimal area of disturbance- the least amount of demolition required to relocate the spigot.
- D. **Issue:** Existing signage no longer conforms to with agency standards.  
 The contractor shall have three (3) new signs (Visitor Information, Floral Regulations, and Fire arms) produced to comply with NCA signage guidelines and install the new signage adjacent to the lodge and/or near the location of the existing signs in the case of the Floral Regulations and Fire arms signs. The specific location will be specified by the COR at the kickoff meeting on-site. The COR must approve the proof by the sign-maker before the signage goes into production. Construction details

for the 2-post metal signage and concrete footing (Style 2) are located at the end of this document in Section 10.0, and are outlined in blue boxes. Construction details may also be found online at <<http://www.cfm.va.gov/til/signs/Signage12-Cemetery.pdf>>.



Existing Floral regulation signage in the background and Fire arm signage in the foreground.



Proposed location for Visitor Information sign parallel to the street.

Text for the Visitor Information sign and Floral Regulation sign are as follows:

**Visitor Information**

We welcome you to these hallowed grounds. To preserve the dignity, beauty and serenity of the cemetery, we ask you to observe our cemetery restrictions. Thank you for your cooperation.

The following activities are prohibited:

- Any form of sports or recreation, to include, but not limited to jogging, bicycling, skating and picnicking
- Public gatherings of a partisan nature
- Defacement, destruction, removal, or disturbance of headstones or grave markers
- Cutting, breaking of injuring trees, shrubs, grass or other plantings
- Littering of grounds
- Alcoholic beverages
- Pets

Cemetery Hours:

Daily 8 am - 5 pm  
Memorial Day 8 am - 7 pm

For Information call Quantico National Cemetery: 703-221-2183 or 1-800-535-1117

**Floral Regulations**

Fresh cut flowers may be placed on graves at any time.

Temporary flower containers are available.

Artificial flowers may be placed on graves only during the period of October through March.

Plantings will not be permitted on graves at any times.

Plotted plants will be permitted on graves only during the period of ten days before and ten days after both Easter and Memorial Day.

Floral items will be removed from graves as soon as they become faded and unsightly. Christmas wreaths or grave blankets are permitted on graves during the Christmas season and will be removed not later than January 20. Grave floral blankets may not be larger than two feet by three feet.

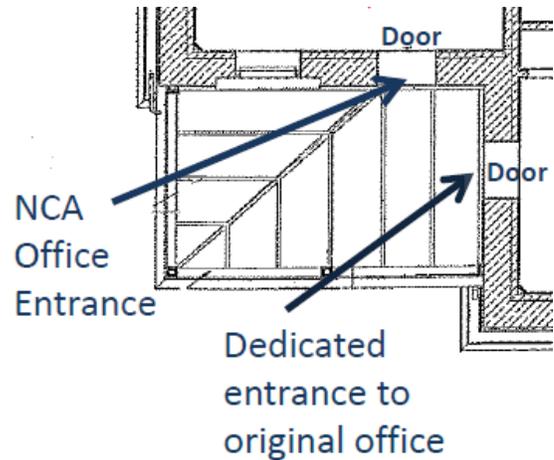
Floral items and other types of decorations will not be secured to headstones and markers.

Statues, vigil lights, breakable objects of any nature, and similar commemorative items are not permitted on graves at any time.

During the mowing season, all floral items will be removed from the graves very two weeks.

### Task 3.0- Concrete porch replacement

**A. Issue:** The existing concrete porch has settled and cracked, becoming a tripping hazard and safety issue. The contractor shall demolish and remove existing porch, while providing structural support/bracing until new reinforced concrete porch is poured and cured. Approximately 8-9 cubic yards of concrete req'd. Estimated porch measurements: 17'-2" x 11'-6" x 1'-1". The contractor shall install concrete steps with tread and risers that match the existing measurements. The contractor shall install proper control joints and construction joints to prevent slab from cracking and ensure the structural integrity of the slab with rebar as required. The contractor shall install an expansion joint between the existing stone wall and new concrete slab with a perimeter sealant to prevent water penetration between the stone wall and concrete porch. The contractor shall exercise special care when removing existing concrete immediately adjacent to the historic stone veneer. Any damage to the stone veneer will be repaired by the contractor at no cost to the government. The contractor shall exercise special care when removing existing concrete immediately adjacent to the sidewalk. Any damage to the sidewalk will be repaired by the contractor at no cost to the government. Any damage to the porch roof and support columns will also be repaired by the contractor at no cost to the government.



**B. Issue:** Inoperable light fixture.

The contractor shall remove and safely discard the light fixture. Re-grout any holes from previous attachment. Grout shall match the color of the stone.





**Task 4.0- Interior Building Improvements (Room #6)**

A. **Issue:** Painted pipe is peeling.

The contractor shall sand and repaint the full length of the pipe to match existing color. The pipe is approximately 1-3/4 " in diameter and 10'-0" high.

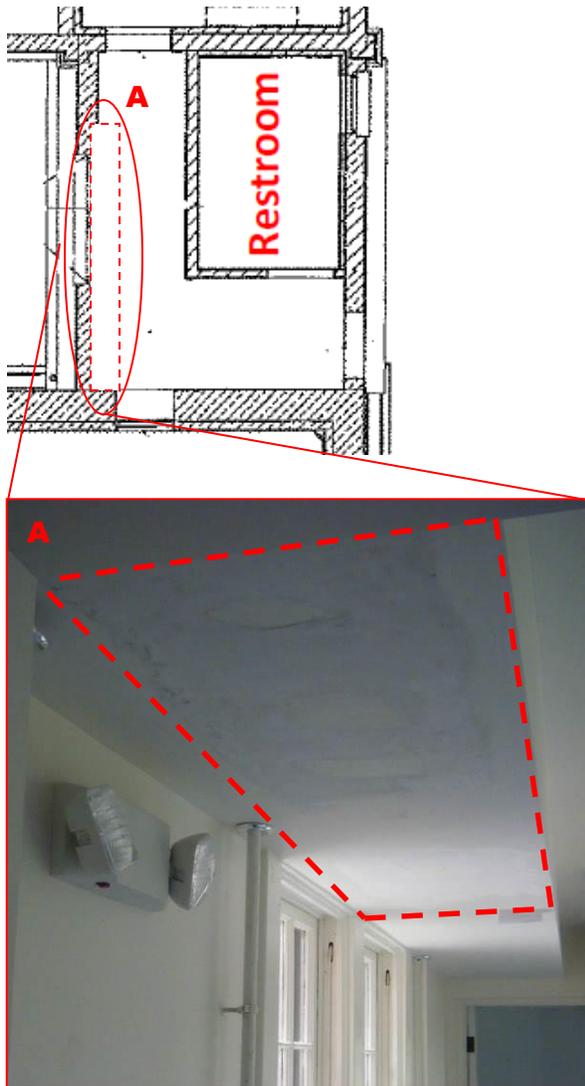
B. **Issue:** Latex paint is peeling at the bottom corner of the wall.

**Proposed Action:** The contractor shall sand (where appropriate), re-prime, and repaint the entire wall to match existing wall color. The approximate dimensions of the wall are as follows:

11'-3" long

10'-0" high

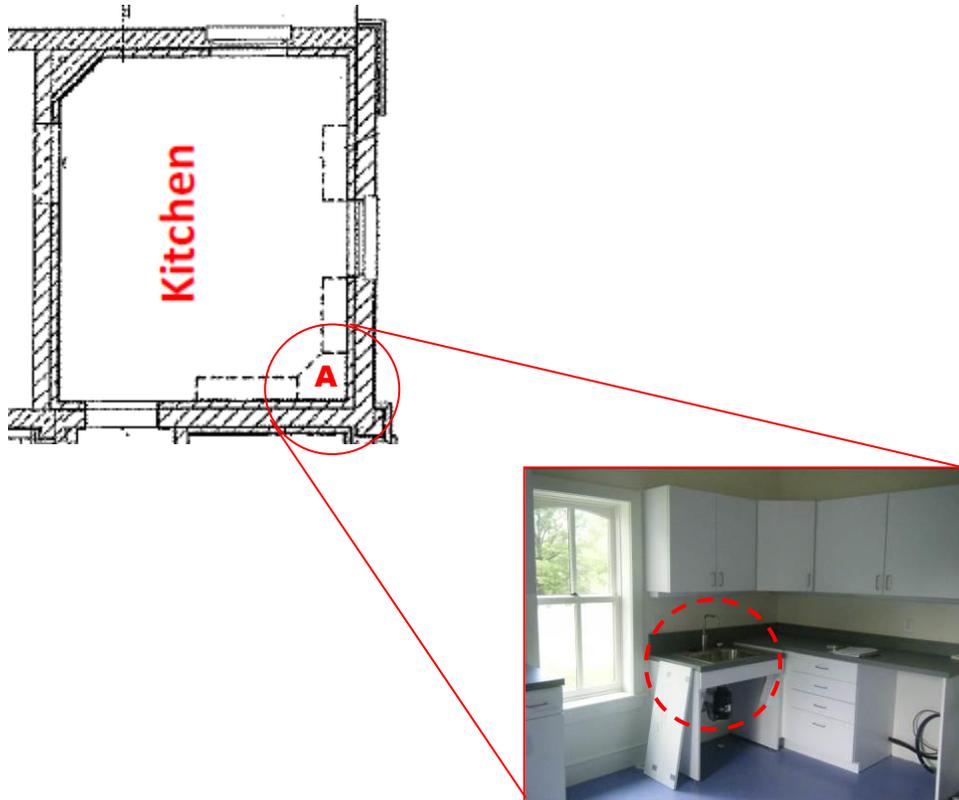
Therefore, approximately 112.5 sq ft. of wall surface needs to be painted.



**Task 5.0- Interior Building Improvements (Hallway)**

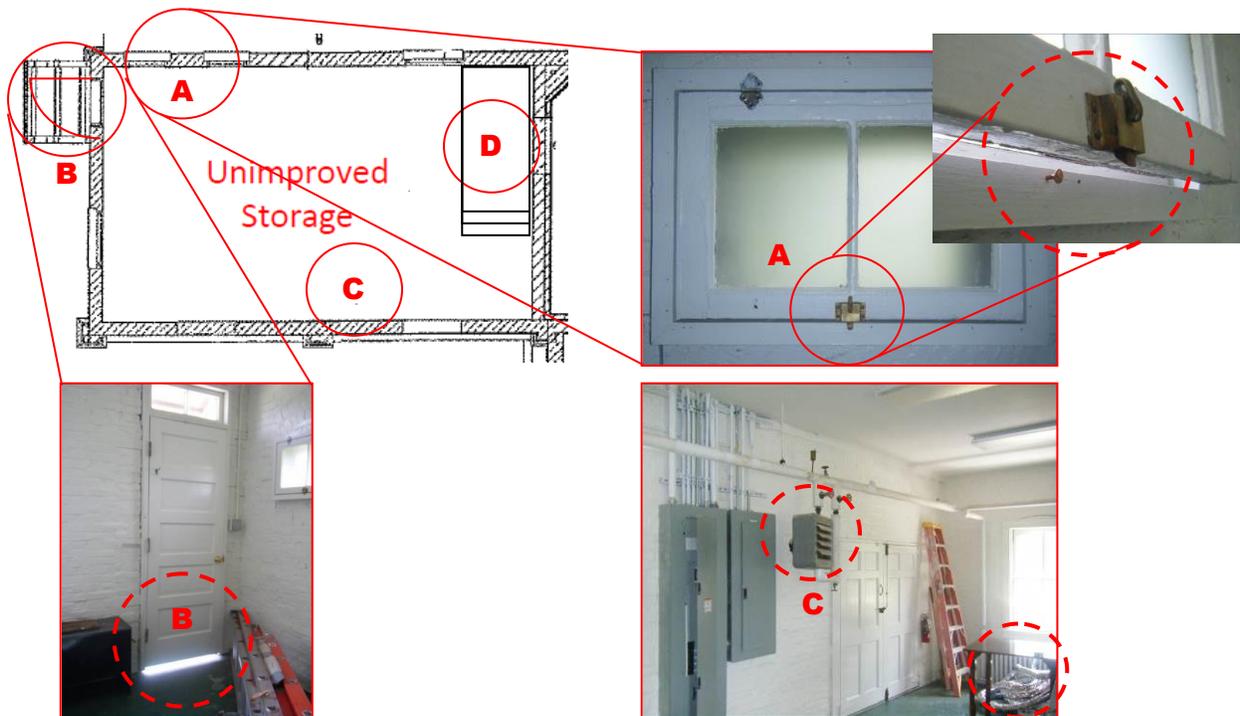
A. **Issue:** Evidence of leaking pipes in fur down.

The contractor shall remove the drywall and determine the cause of the leak and provide the PM/COR with an assessment of what caused the damage. Verify pipes are properly sealed at connections to prevent future leakage, if necessary, and/or confirm there is no water penetration occurring from exterior wall. Replace drywall and paint to match existing interior color.



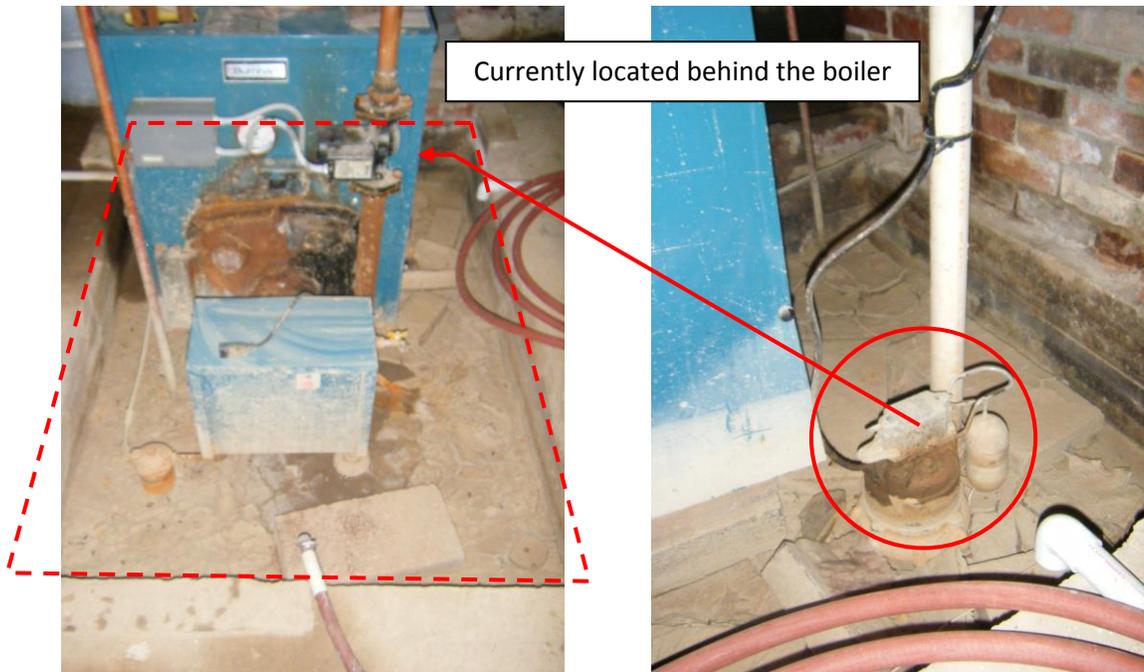
**Task 6.0- Interior Building Improvements (Kitchen)**

- A. **Issue:** There was a leak at the kitchen sink when water was turned on at the lodge.  
The contractor shall locate the leak and make necessary repairs.



**Task 7.0- Interior Building Improvements (Storage Room)**

- A. **Issue:** There are two (2) windows that open in different directions and both have different window locks that are insufficient for property security.  
The contractor shall replace the locks on both windows with matching locks and repair one window to match the open swing of the adjacent window. Both windows should open upward. Consult with the PM/COR to select the appropriate window locks that match the existing transom hardware.
  
- B. **Issue:** The bottom of the door is 1-1/2" short of meeting the finish floor elevation, allowing water, dust, and small animals to enter inside.  
The contractor shall extend the length of the door by affixing a wooden attachment to match the width and thickness of the existing door and install an appropriate threshold for a tight seal to prevent water, dust, and animals from entering the building. The contractor shall sand and repaint both the interior and exterior sides of the door to match existing colors and to conceal the appearance of the wooden attachment. The wooden attachment shall be permanently affixed to the door.
  
- C. **Issue:** There are redundant heating systems in this room.  
The contractor shall uninstall, cap, and remove the suspended heating unit.



#### Task 8.0- Sump pump

A. **Issue:** The existing sump pump is insufficient and in need of replacement due to age and use; it is activated only after the sump pit is fully submerged.

The contractor shall clean and remove any debris and build-up in the pit, replace the existing sump pump with a new model of similar capacity to include a battery backup.

#### Task 9.0- Water Valve

A. **Issue:** The incoming water valve does not hold, and no backflow prevention is in place. Currently, the county must be called to cutoff water to the building.

The contractor shall repair water valve with backflow prevention.



### Task 10.0- New Heating System

A. **Issue:** The lodge relied on a low pressure Burnham boiler installed in 2004. Due to the expended lifespan of the boiler and the renewed concern about having combustible material beneath the lodge, the boiler will be removed under a separate contract, unrelated to the scope of work for this particular project.

Therefore, the contractor shall install heat packs in both Trane units believed to be model XB13. These units were recently installed in 2014 and are manufactured to accept a heat package. The contractor shall verify the model numbers before ordering the necessary equipment and/or parts (heat package) to convert these units from A/C to both A/C and heat. The contractor shall test, calibrate, and certify for operational use.

### 7.0 PROJECT REQUIREMENTS

- (a) Prior to commencing work, the Contractor will provide proof that a OSHA certified “competent person” (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or sub-contractors are present. The Contractor will be responsible to ensure employees providing work on this contract are fully trained and completely competent to perform the required work.

A competent and experienced “Project Manager” will be provided by the Contractor for not less than two (2) hours per day whenever work is being performed - other than trash and debris pick-up. In the absence of the Project Manager, the Contractor will appoint a crew foreman or employee who will be responsible to insure that the work is (i) being accomplished in an expeditious manner, (ii) preformed in accordance with the contract specifications, and (iii) progress is being made without undue delay. The Project Manager must have no less than five (5) years of experience as a direct supervisor of a commercial construction operation that includes surveying, soil excavation, site construction in industrial, commercial and/or public sites. The Project Manager will ensure all specifications are being met, ensure contract work does not conflict with ceremonies and funerals, and ensure employees are adequately supervised and proper conduct is maintained.

After Normal Hours On-Call / Emergency Situations: The Contractor will establish and maintain a point-of- contact to receive emergency calls from the COR(s). The point-of-contact will be available on a 24-hour basis including during weekends, Federal Holidays and after normal hours of operation. The Contractor is to provide phone, pager and cell phone numbers for emergency and/or after hour's situations. Repairs will be made as expeditiously as circumstances allow or within (24) hours upon initial emergency call.

- (b) After the project is awarded and prior to the start of work, the Contractor will perform a site visit with the PM/COR to identify and discuss in detail the work to be performed. This site visit will also be referred to as the project kick-off meeting.
- (c) The Contractor will furnish the PM/COR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of the scope of work. In addition, the Contractor will notify the PM/COR one week in advance of the proposed date of starting work.
- (d) The Contractor will include all estimated travel costs within the firm fixed price line items. These costs will not be directly reimbursed by the Government. Travel to the site will be the responsibility of the Contractor and any sub-contractors under his/her supervision. No per diem will be allowed.
- (e) The Contractor's performance and progress on this contract will be measured weekly based on how timely, accurately, and adequately he/she accomplishes and completes weekly work schedules necessary to systematically accomplish the contract work over the duration of the project. In instances where the COR determines that the work is behind schedule, he will notify the Contracting Officer and the Contractor will increase workforce and/or hours of operation at no additional cost to the Government in order to achieve completion of the contract work within the specified timeframe.
- (f) The Contractor will be responsible for obtaining all necessary and current licenses, permits, vehicular insurance and registration, Workman's Compensatory Liability Insurance, property liability insurance etc., prior to the commencement of work. The Contractor will provide the Contracting Officer copies of these required documents with his/her proposal and at other times where the COR deems necessary during the duration of the project.
- (g) Where work conflicts with existing utility/service lines (above ground/below ground), the corresponding utilities company and the COR will be notified and the Contractor will obtain any necessary permits/ blue prints and cooperate with the utilities company/cemetery staff to avoid any damage or liability, and provide a safe work environment for his/her employees. Contractor is responsible for damages to utilities, above and below ground.
- (h) The Contractor is responsible to ensure that all work will be done in a manner that safeguards all VA visitors, employees, and the public. The Contractor will be solely responsible for all actions initiated and/or completed by his/her employees. Furthermore, the Contractor and his/her employees will have a clear understanding of environmental issues such as ground water contamination, wetlands, etc., and be consistent and fully compliant with all applicable Federal, State, County and City laws, ordinances, Right-to-Know laws, EPA guidelines, and regulations.

- (i) Damage to Government property: Contractors will be responsible for replacement of any cemetery structure, to include: turf, curb, road pavement, headstone or marker, permanent floral vases, valve boxes, control markers etc, which is chipped, marred, damaged and/or ruined at the fault of the Contractor and will bear all costs associated with replacement and reinstallation. Any such damage will be brought to the immediate attention of the appointed Contracting Officer Technical Representative (COR) prior to repair, replacement, and installation.
- (j) Liability: At the Government's discretion, the Contractor will either repair or replace the property, or reimburse the Government the full amount for all property damage(s). The Contractor will be aware that Government property - beyond standard structures and equipment - also includes headstones, monuments, trees, plant beds, and turf, i.e. wounded trees or scalped turf, etc - as well as headstones - will be repaired or replaced.
- (k) Contractors will be responsible for cleaning cemetery structures, headstones, monuments, and roadways that are soiled or stained because of Contractor's performance. The Contractor will wash-down with water all soiled or stained structures, headstones, and monuments at the end of each workday.
- (l) At the end of each day, the Contractor will remove all debris from the cemetery site resulting from the work. The Contractor will ensure at all times that rubbish and trash generated by the Contractor is kept clear of vehicular and pedestrian traffic throughout the site. The Government will not provide receptacle(s) for disposal of debris related to this contract. The Contractor will be permitted to place his trash receptacle dumpsters in the COR approved "Contractor Staging Area".
- (m) Adequate warning devices, barricades, guards, flagmen or other necessary precautions will be provided by the Contractor at all work sites to eliminate hazards and for the protection, safety, and warning of all public visitors, pedestrians, cemetery employees, and vehicular traffic within the area.
- (n) The Government may undertake or award other contracts for additional work at or near the site of work for this contract. The Contractor will fully cooperate with any other Contractors and with Government employees and will carefully adapt scheduling and performance of work, and needing any direction, it will be provided by the COR(s). The Contractor is responsible for reporting to the COR(s) any problems or questions that may arise with any other personnel on site during the period of performance of this contract. The Contractor will not take it upon him or herself to resolve any problems or issues with other on-site Contractors or employees, but rather will leave it to the COR(s) to resolve the issue.
- (o) The Contractor (including his or her employees, sub-Contractors, consultants or the like) will not operate trucks, tractors, and other heavy equipment on any turf area except as provided in this contract to perform work or as authorized by the COR. The Contractor will be responsible for repairing turf damage caused by the Contractor's equipment and staff at no additional cost to the government.

### 7.1 OPERATIONS AND STORAGE AREAS

- (a) Coordination of Work with COR or Authorized Designee: The Burial Activities at a National Cemetery will take precedence over construction activities. Construction noise during the interment services cannot disturb the burial service. To cause the least possible interference with cemetery activities, the Contractor will cease all work in areas where burials are taking place. Trucks and workmen are prohibited from passing through the service area during this period.
- (b) The Contractor will confine all operations (including storage of materials) on Government premises to areas authorized or approved by the COR or Contracting Officer. The Contractor will hold and save the Government, its officers and agents, free and harmless from liability of any nature resulting from the Contractor's performance and/or negligence. It is understood that the VA will not be held responsible for any damage to the Contractor's equipment, materials, supplies or the like which may result from vandalism, theft etc. while on site.
- (c) Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and will be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities will remain the property of the Contractor and will be removed by the Contractor at its own expense upon completion of the work.
- (d) The Contractor will, under regulations prescribed by the Contracting Officer or COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COR or Contracting Officer.
- (e) When materials are transported in performance of work, vehicles will not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor will protect them from damage. The Contractor will repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- (f) The COR will designate working space and space available for storing materials. Unless otherwise indicated on drawings as the Contractor's "Staging Area", all working and storage space must be approved by the COR prior to its use.
- (g) Contract personnel are subject to the Cemetery rules of conduct. Smoking is prohibited except in designated smoking rest areas. In addition to items listed elsewhere in this contract, the Contractor is responsible for ensuring that no contract work causes any committal service, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.
- (h) Contractor will execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times. Materials and Equipment will not be stored in other than assigned areas.

- (i) Fence: Before work operations begin, Contractor will have the option to provide a chain link fence, six feet minimum height, around the staging area. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 15 inches. Bottom of fences will extend to one inch above grade.

## **7.2 UTILITIES SERVICES**

- (a) No utility services such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of the COR.
- (b) Contractor will submit a request to interrupt any such services to COR, in writing, 48 hours in advance of proposed interruption. Request will state reason, date, exact time of, and approximate duration of such interruption.
- (c) Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Cemetery. Interruption time approved by the cemetery may occur at other than Contractor's normal working hours.
- (d) To minimize interference of construction activities with flow of Cemetery traffic, the Contractor is to keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of materials, debris and standing construction equipment and vehicles. At least one lane must be open to traffic at all times.

## **7.3 PROTECTION OF EXISTING VEGETATION, GRASS, STRUCTURES, EQUIPMENT, UTILITIES & IMPROVEMENTS**

- (a) The Contractor will preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, and are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor will only remove trees when specifically authorized to do so by the COR, and will 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 by workmen, the Contractor will trim those limbs or branches with a clean cut, remove, and properly dispose of from the site as defined herein.
- (b) The Contractor will protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party. The Contractor will immediately notify the COR of any such occurrence and 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.

## **7.4 RESTORATION**

- (a) Contractor will remove, cut, alter, replace, patch and repair existing work as necessary. Except as otherwise shown or specified, will not disturb any water, steam, gas, or electric services without prior approval of the COR or Contracting Officer. Existing work to be altered or extended that is found to be defective in any way, will be reported to the COR before it is disturbed. Materials and

workmanship used in restoring work will conform in type and quality to that of original construction, except as otherwise shown or specified.

- (b) 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, will be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work. All restoration work will be accomplished without undue delay.
- (c) The Contractor, at its own expense, will immediately restore to service and repair any damage caused by Contractor's workmen/sub-contractors to existing piping, conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone - if applicable), to the work performed under this agreement, which are not scheduled for discontinuance or abandonment.
- (d) Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.212 4 and VAAR 852.236 88) and "DIFFERING SITE CONDITIONS" (FAR 52.236 2).

#### **7.5 LAYOUT OF WORK**

The Contractor will layout the work and will be responsible for all measurements in connection with the layout.

#### **7.6 HISTORIC PRESERVATION**

Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor will immediately stop work, verbally notify the COR, and then with a written follow up.

#### **7.7 IDENTIFICATION, PARKING, SMOKING & VA REGULATIONS**

- (a) The Contractor's employees will wear visible VA approved photo identification at all times while on the premises of the cemetery. This must be coordinated with the COR or appointed designee before any work may begin. All Contractor employees will be required to adhere to Alexandria's National Cemetery's Facility Security Policy. It is the responsibility of the Contractor to park in the appropriate designated parking areas. The cemetery will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
- (b) Smoking is prohibited inside any buildings at the cemetery. Possession of weapons is prohibited. Enclosed containers, including tool kits, will be subject to search. Violations of VA regulations may result in citation answerable in the United States (Federal) District Court, not a local district, state, or municipal court.

#### **7.8 INSURANCE - WORK ON A GOVERNMENT INSTALLATION**

- (a) The Contractor will, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

- (b) Before commencing work under this contract, the Contractor will notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance will contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest will not be effective-
- (i) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (ii) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor will insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and will require sub-Contractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor will maintain a copy of all sub-Contractors' proofs of required insurance, and will make copies available to the Contracting Officer upon request.
- (d) SCHEDULE OF INSURANCE COVERAGE: The following minimum coverage will apply to this contract.
- (j) Workers' compensation and employer's liability. Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they will be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 will be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.
  - (ii) General liability. Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
  - (iii) Automobile liability. The policy will provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States will provide coverage of at least \$250,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage. The amount of liability coverage on other policies will be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

## **7.9 WORK ENVIRONMENT**

- (a) All work under this construction contract will be performed primarily out-of-doors and personnel performing these services will be exposed to wind, sun, cold, dampness, frost, fog and rain. These conditions at times may be extreme. The Contractor will take all necessary precautions to protect his/her employees from the elements to the maximum practicable extent. Inclement weather will not be considered an excusable delay in meeting specifications or project schedule. The Contractor understands that it may be necessary to work throughout all weather conditions and

to apply additional labor and equipment as necessary to meet deadlines, at no additional cost to the Government.

- (b) The Government reserves the right to order the contract work to cease once the surface conditions deteriorate to soggy or muddy conditions. Once the surface reaches this condition, it is non-productive for the Contractor to continue to fulfill the contract. When the Government orders work to stop due to surface conditions, the Contractor may request a time extension to compensate for the number of days lost due to existing conditions.
- (c) Due to the sensitive mission of the cemetery, the work could occasionally involve contact with and/or exposure to grieving individuals. Contractor personnel must exercise and exhibit absolute decorum, composure and stability at all times.
- (d) Upon completion of the work and after removal of all debris, the Contractor will leave the site in clean condition that is satisfactory to COR. Clean-up will include off the Cemetery Property disposal of all items and materials not required to remain property of the Government as well as all debris and refuse resulting from demolition operations.

#### **7.10 CONTRACTOR FURNISHED ITEMS**

The Government will not provide the Contractor with any furnishings, fuel storage, equipment, materials, restrooms, or telephones.

- (a) The Contractor is responsible for supplying all equipment, personnel, tools, supplies and materials necessary to perform the services required by this contract.
- (b) The Contractor will provide all signage to notify Facility Personnel and visitors of restricted access to site. In addition, signage will be provided in any areas inside or outside the construction areas visible to the public that have been directly or indirectly effected stating the following: "WE APOLOGIZE FOR THE UNSEEMLY APPEARANCE WHILE WORK IS BEING DONE. THANK YOU FOR YOUR COOPERATION."
- (c) Contractor-furnished items necessary to perform work as required under this contract will be furnished, maintained and operated by the Contractor and will be consistent and fully compliant with all applicable OSHA, Federal, State, County, City laws, ordinances and regulations.
- (d) Materials and supplies procured for the performance of the contract by the Contractor will be consistent and fully compliant with all applicable Federal, State, County, and City laws, ordinances and regulations.
- (e) The Contractor is responsible for the supply, maintenance and repair of all Contractor-owned equipment. This includes, minor maintenance/repair and minor operating parts for equipment such as lubrication, oil changes, spark plugs, gaskets, cotter pins/keys, electric extension cords, etc., to keep all equipment in good operational condition throughout the period of performance of this contract.
- (f) The Contractor is responsible for ensuring that all of its motor vehicles and equipment meet State inspection, safety, licensing, registration, and insurance requirements.

- (g) Electricity: In case the Contractor requires electricity while in performance of this contract, the Contractor will provide and utilize portable generators as necessary to complete the work. If Contractor hookup to Alexandria National Cemetery's electrical distribution system is approved by COR, Contractor is to provide all necessary connections and complete connection work in accordance with NEC requirements, and at no cost to the Government.
- (h) Water: The Contractor will provide and utilize portable water tanks and/or water trucks as necessary to transport water to areas where needed in order to complete the work required by this contract. Any water connection must be approved by the COR before hook up. The Contractor is responsible for making connections to a water supply in accordance with NCA and local regulations and will install appropriate meter for monitoring usage. Contractor will not obstruct normal traffic flow on adjacent roads while water is being obtained or dispersed.
- (i) Refuse Facilities: The Contractor will provide his/her OWN refuse facilities of which will be located only in the COR approved "Staging Area". Contractor will not place dumpsters or refuse facilities in any other location at the cemetery other than the approved staging area. The Contractor is required to dispose of all debris and other waste materials generated by his/her work at a licensed off-site landfill unless otherwise directed by the COR. The Government will not provide receptacles for disposal of debris because of the services provided under this contract. In case of Hazardous Materials, the Contractor is required to obtain required disposal permits from the State regulatory agency.
- (j) Portable Chemical Toilets: The Contractor will provide portable chemical toilets for use by workmen as necessary to comply with applicable OSHA requirements. These portable toilet facilities will be kept clean and free of excessive odors, insects, etc. Portable toilet facilities will be located in the COR approved Contractor Staging Area only - it is not permissible to locate portable toilet facilities in any other locations throughout the cemetery. Use of the permanent cemetery toilet facilities by workmen is strictly prohibited throughout the duration of this contract.
- (k) Only Contractor's equipment and supplies (property) required to perform work under this contract will be stored at the Contractor's designated storage area at the end of each workday. No Contractor equipment maintenance repairs of any kind can be done on cemetery property without the prior approval of the COR.

#### **7.11 CONTRACTOR PERSONNEL**

Contractor personnel are required to adhere to the following standards of dress, conduct, supervision and training while performing work on Government property. Any violations will be subject to immediate enforcement action by the Contracting Officer if these standards are not adhered to. Contractor will be responsible for training and safety precautions prescribed by OSHA regarding safety equipment and devices. Contractor personnel will:

- (a) Be fully clothed at all times, to include upper garment to cover body from the waist to the neck and long pants or slacks. Garments, which have a message, slogan or printing of any kind other than the Contractor's business attire, are prohibited. Uniforms are acceptable.

- (b) Maintain a neat and professional appearance throughout its workforce, vehicles, equipment, and maintenance areas. Uniforms are acceptable. If uniforms are used, they must be in unison among all employees.
- (c) Not engage in loud or boisterous behavior, angry outbursts or use profane or abusive language at any time on Government premises. Playing radios and/or electronic games/devices, will only be done at lunchtime and in a designated break area. Due to the sensitive mission of the cemetery, Contractor employees will come into daily contact with grieving individuals, therefore Contractor employees will exercise and exhibit absolute decorum, courtesy, and respect while within the cemetery or at its perimeter or entrances. Inquiries from cemetery visitors will be politely referred to Government cemetery staff. Gratuities of any kind are strictly prohibited.
- (d) Consume food and beverage only within areas designated by the COR(s). Intoxication, and violence or criminal acts of any kind will not be tolerated and is cause for immediate removal from Government property. Use or sale of intoxicating beverages and/or drugs is strictly prohibited, and use of tobacco products is only allowed in specific areas designated by the COR.
- (e) Only take breaks/rest periods and lunch breaks at the Contractor Staging Area, not in the field. Workers are to utilize Contractor provided temporary chemical toilet facilities located only in the Contractor Staging Area. Misconduct will form the basis for immediate contract enforcement action, to include immediate removal from the cemetery.
- (f) Worker parking: All Contractor employees are to park only in the COR approved Contractor Staging Area identified for this project. Workers are not allowed to park throughout the cemetery grounds. Violation of this requirement will form the basis for immediate contract enforcement action to include removal from the cemetery.
- (g) Responsibilities & Violations: The Contractor is responsible to ensure that his/her employees (including Contractor consultants, sub-contractors, etc.) are aware of all the terms and conditions set forth in the contract regarding their performance and conduct. Any violation of Contractor conduct requirements may result in contract termination with possible repercussions, including costs incurred, debarment, or fines.

#### **7.12 LABOR FORCE, EQUIPMENT AND SAFETY**

- (a) Time is of the essence. The Contractor will be aware of the intensive labor and equipment requirements needed to meet contract specifications. The Contractor will be responsible to provide at no additional costs, labor and equipment as necessary to meet deadlines. The Contractor will use any additional resources necessary to meet or return to specified work requirements after special events and/or services. The Contractor will determine the number of employees and the amount and kinds of equipment needed during the period of performance.
- (b) Labor: the Contractor will be aware of the requirements needed to meet the contract specifications. If union work force is utilized, the Contractor will ensure the contract between his or her company has a no strike clause to insure the contract between the Contractor and the Cemetery is met. If at any time the Contractor becomes aware, anticipates or plans any changes

within his/her company or personnel that might impact the performance of this contract, the Contractor will immediately notify the Contracting Officer.

- (c) Upon award of the contract, the Government will inform the Contractor prior to commencing the work, of any known damages to the cemetery grounds, headstones/markers or any other areas that the Contractor is unaware of and not responsible for.

### **7.13 WARRANTY**

The Contractor will provide a General Warranty and guarantee all work for one (1) year from substantial completion. Any sub-contractor extended warranties provided to the Contractor will be provided to the Government. Contractor will provide a certificate of warranty for material supplied and workmanship for a minimum of one year from the date of acceptance.

### **8.0 PROJECT SCHEDULE**

**8.1 Time for Completion:** 45 days after Notice to Proceed (NTP). The contractor shall provide a crew to complete multiple tasks simultaneously. The contractor shall provide the COR with a list of names that comprise the construction crew. The contractor shall provide a detailed schedule of work ten (10) calendar days after receiving the NTP.

**8.2 Required meetings are as follows:**

- a. Project kick-off (on-site)
- b. 50% Completion
- c. 90% Completion
- d. 100% Completion -- after punch list is complete
- e. Additional on-site meetings may be required for coordination as determined by the COR.

### **9.0 NCA PROJECT PERSONNEL**

**9.1 Contracting Officer:**

Only the Contracting Officer (CO) has the authority to make changes to the contract that affects price and/or time.

**9.2 Project Manager:**

The NCA Project Manager (PM) is the Contracting Officer's Representative (COR). All work for this project will be coordinated with the COR. The COR will also conduct periodic site visits.

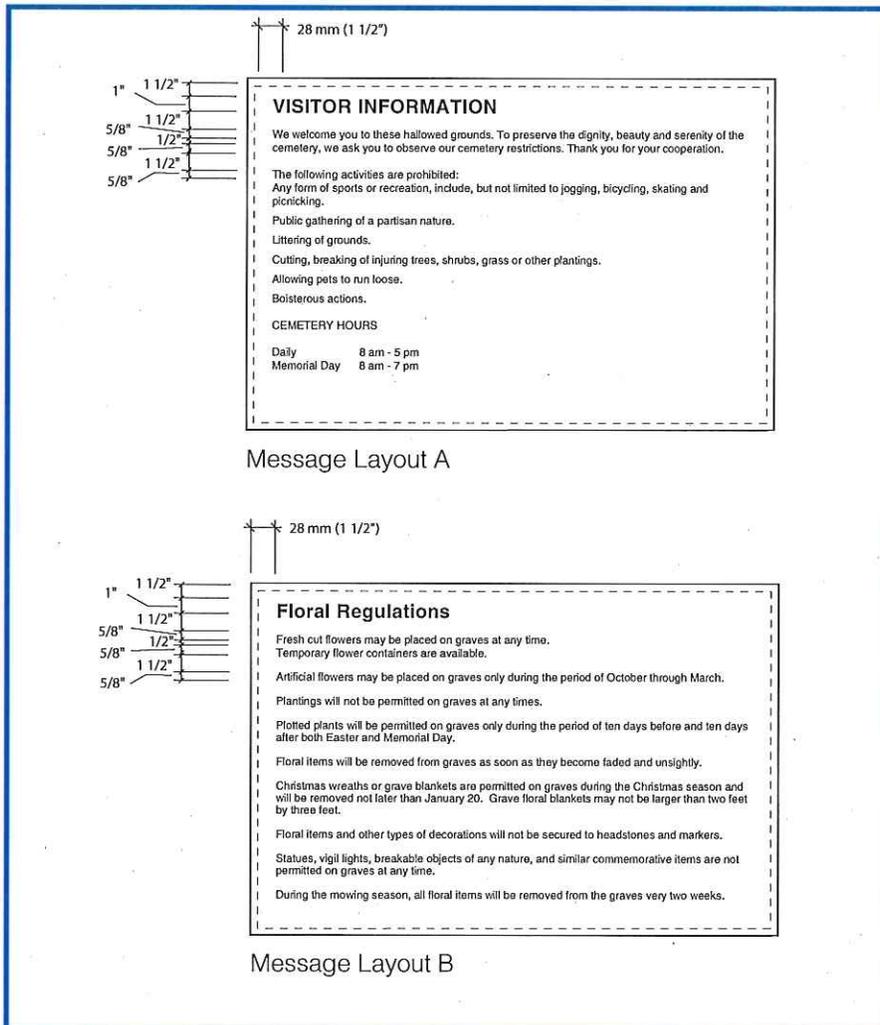
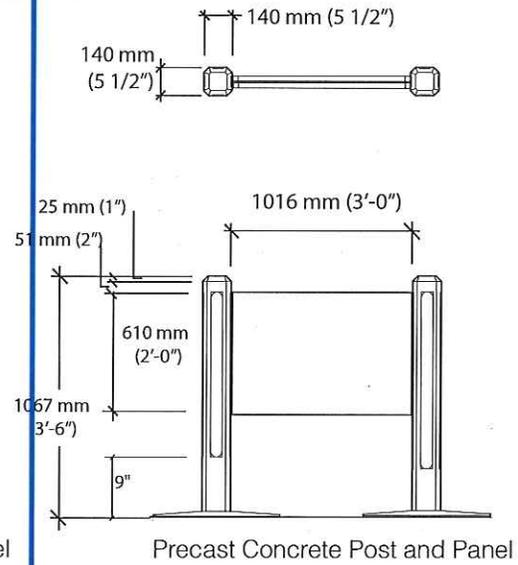
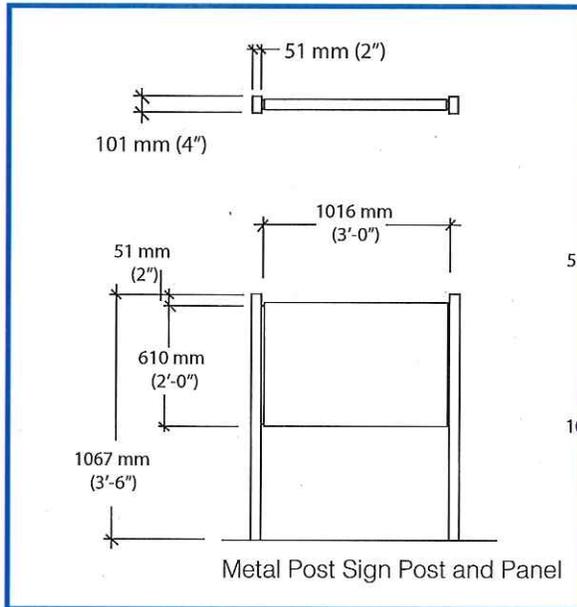
**9.3 Contact information:**

The contractor shall include the following individuals on all email correspondence unless otherwise directed by the COR.

VA STAFF	DELIVERY ADDRESS	PHONE /FAX/ E-MAIL
Project Manager/COR:	Attn: Joe Imamura Design and Construction Service National Cemetery Administration Department of Veterans Affairs 425 I Street, NW, Suite 5E.425 Washington, DC 20001	(202) 632-5451 – voice  (202) 632-5823 – fax  Joseph.Imamura@va.gov
Historic Architect:	Attn: Ed Hooker, III Design and Construction Service National Cemetery Administration Department of Veterans Affairs 425 I Street, NW, Suite 5E.425 Washington, DC 20001	(202) 632-6631 – voice  (202) 632-5823 – fax  William.Hooker@va.gov
District I Engineer:	Attn: Michael Carcanague District I - Philadelphia Regional Office National Cemetery Administration Department of Veterans Affairs 5000 Wissahickon Avenue Philadelphia, PA 19144-4867	(215) 381-3787 – voice  (215) 381-3444 – fax  Michael.Carcanague2@va.gov
NCA Cemetery Director:	Attn: Donnie Sisk Alexandria National Cemetery National Cemetery Administration PO Box 10 18424 Joplin Road Triangle VA 22172	(703) 221-2183 – voice  (703) 221-2185 - fax  Donald.Sisk@va.gov
NCA Cemetery Foreman:	Attn: George Truslow Alexandria National Cemetery National Cemetery Administration PO Box 10 18424 Joplin Road Triangle VA 22172	(703) 221-2183 – voice  (703) 221-2185 – fax  George.Truslow@va.gov

**10.0 SIGNAGE DETAILS (p.27-30)**

Information / Regulations



**VISITOR INFORMATION**

We welcome you to these hallowed grounds. To preserve the dignity, beauty and serenity of the cemetery, we ask you to observe our cemetery restrictions. Thank you for your cooperation.

The following activities are prohibited:  
 Any form of sports or recreation, include, but not limited to jogging, bicycling, skating and picnicking.  
 Public gathering of a partisan nature.  
 Littering of grounds.  
 Cutting, breaking or injuring trees, shrubs, grass or other plantings.  
 Allowing pets to run loose.  
 Boisterous actions.

**CEMETERY HOURS**

Daily	8 am - 5 pm
Memorial Day	8 am - 7 pm

**Floral Regulations**

Fresh cut flowers may be placed on graves at any time.  
 Temporary flower containers are available.

Artificial flowers may be placed on graves only during the period of October through March.

Plantings will not be permitted on graves at any times.

Plotted plants will be permitted on graves only during the period of ten days before and ten days after both Easter and Memorial Day.

Floral items will be removed from graves as soon as they become faded and unsightly.

Christmas wreaths or grave blankets are permitted on graves during the Christmas season and will be removed not later than January 20. Grave floral blankets may not be larger than two feet by three feet.

Floral items and other types of decorations will not be secured to headstones and markers.

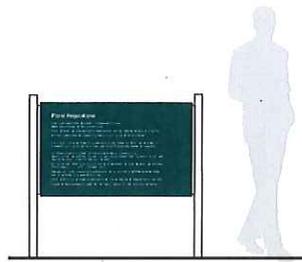
Statues, vigil lights, breakable objects of any nature, and similar commemorative items are not permitted on graves at any time.

During the mowing season, all floral items will be removed from the graves every two weeks.

# Overview

# National Cemetery Signs

**NC-01.01**  
Visitor Information/Regulations  
Medium



**NC-01.01-m1&m2**  
2' x 3' panel x 3'-6" tall  
Metal post



**NC-01.01-c1&c2**  
2' x 3' panel 3'-6" tall  
Concrete post

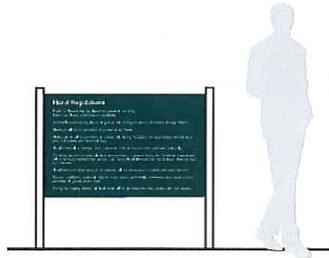


A - Layout Information

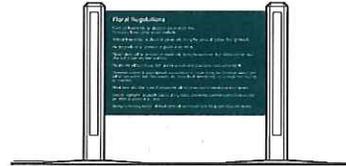


B - Layout Floral Regulations

**NC-01.02**  
Visitor Information/Regulations  
Large



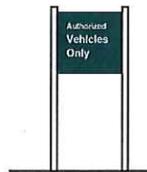
**NC-01.02-m1&m2**  
2'-6" x 4' panel x 3'-6" tall  
Metal post



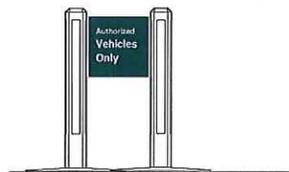
**NC-01.02-c1&c2**  
2'-6" x 4' panel x 3'-6" tall  
Concrete post

**NC-01.03**  
Small double post

**NC-01.13**  
Small single post



**NC-01.03-m1&m2**  
1'-6" x 1'-6" panel x 3'-6" tall



**NC-01.03-c1&c2**  
5/2" posts  
1'-6" x 1'-6" panel x 3'-6" tall



**NC-01.13-c1&c2**  
7 1/2" post  
1'-6" x 1'-6" panel x 3'-6" tall

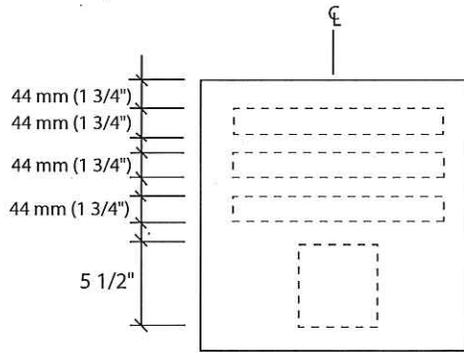
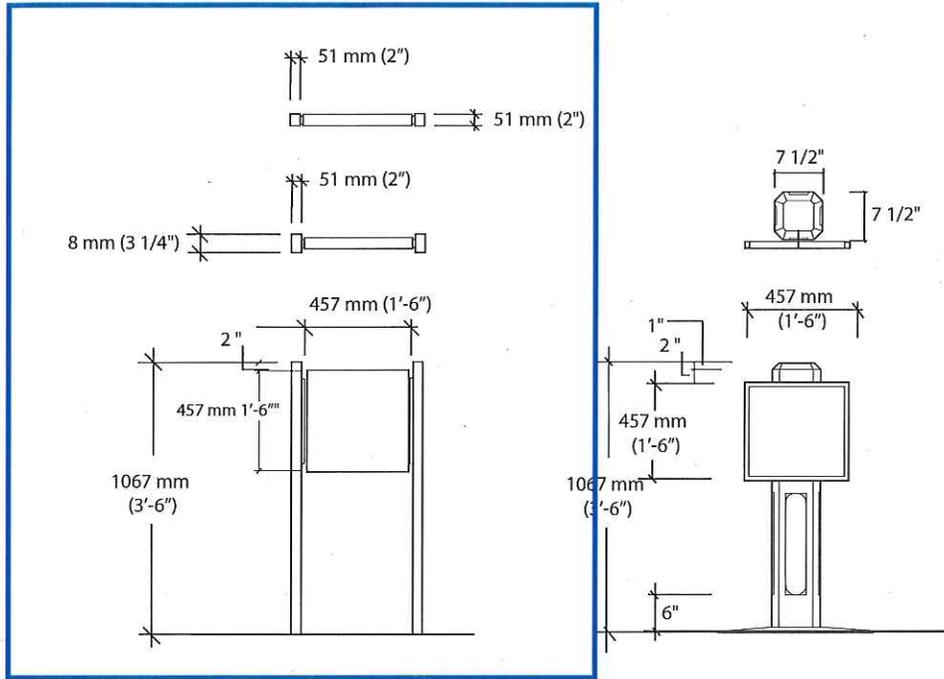
### Exterior Sign Background Colors

Color #	Color Description	Matthews #	Type Color
	Wells Fargo Black	MP26309	White

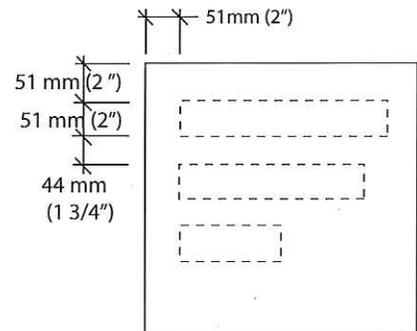
National Cemetery Preferred Typeface - Optima Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890

Information / Regulations



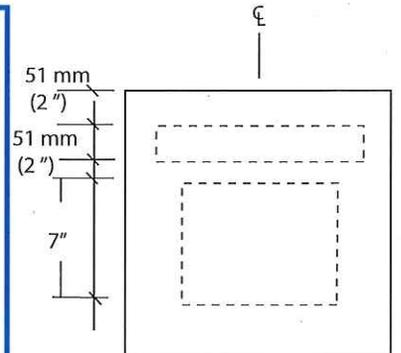
Message Layout A



Message Layout B and C

**Message Layout D**

Message Layout D



Message Layout E

**Detail 11**

Concrete Post Footing:

All footings must meet width and depth requirements to accommodate height and size of sign, soil conditions, wind loads, and winter ground freezing.

**Style 3**

Permanent collar cast in place installation in landscaped areas.

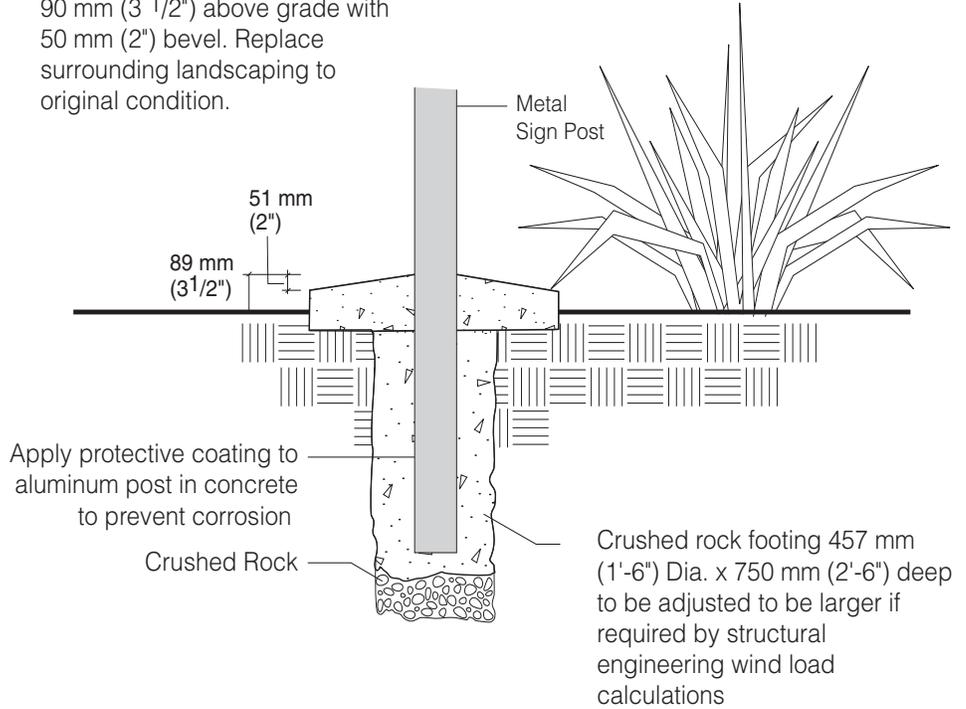
Signs installed in turf to have the raised concrete collars extended to cover the area between the posts.

**Style 4**

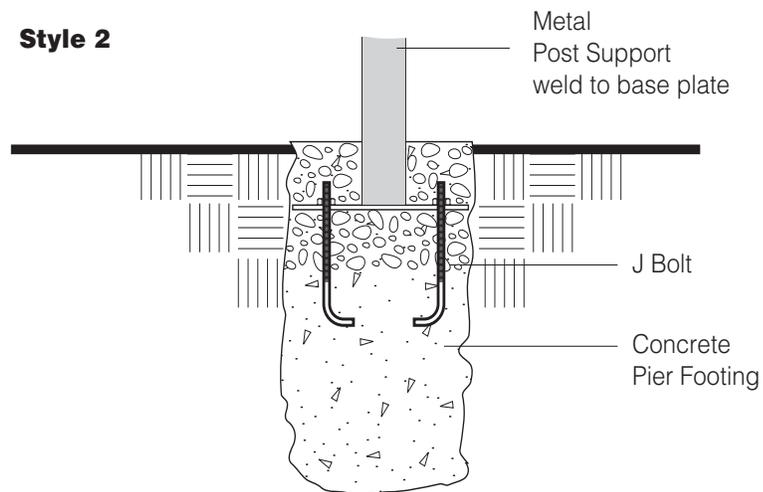
Permanent installation for precast concrete post and collars.

**Style 1**

In landscaped areas, footing shall be boxed so as to extend 90 mm (3 1/2") above grade with 50 mm (2") bevel. Replace surrounding landscaping to original condition.



**Style 2**



**- END -**