

**SCOPE OF WORK**  
**REPAIR & RENOVATE PUBLIC RESTROOMS (HEMICYCLE)**  
**HOUSTON NATIONAL CEMETERY, HOUSTON, TEXAS 77038**

- A. The Contractor: Shall furnish all labor, material, supplies, equipment, tools, transportation, and supervision to repair and renovate the public restrooms in the Hemicycle building at Houston 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):
1. Contractor shall selectively remove all fixtures in both restrooms according to the contract drawings. Contractor shall also remove and dispose of all ceramic tile flooring, ceramic wall tile and tile base, countertops, cabinets, mirrors, partitions and partition doors, exterior and interior metal doors and frames, exterior and interior door hardware. Fixtures to be removed include urinals, toilets, sinks, faucets, grab bars, exhaust fans and motors, ceiling diffusers, paper towel holders, soap dispensers, and hand dryers. Clean up all demolished materials, trash, dust and debris in the surrounding area created by the demolition daily. Debris removed during demolition shall be collected and removed off site. All debris removed from the Cemetery shall be disposed of in accordance with applicable federal, state and local requirements.
  2. In each restroom, provide and install the following equipment:
    - a. Ceiling space heater to match capacity of existing, 17,000 BTU, 208V – 3 $\phi$ , and new ceiling thermostat. Provide and install new ceiling register as part of heater installation.
    - b. Centrifugal, in-line exhaust fan (above ceiling), 600 CFM. Provide and install three new ceiling diffusers as part of exhaust fan installation. Diffusers are rated 50, 250, and 300 CFM respectively.
    - c. Electric hot water heater to match capacity of existing, 10-gallon, 1650W, 115V – 1 $\phi$ .

All equipment shall be installed in accordance with applicable parts of NFPA 70: National Electric Code (2014), and shall include necessary component parts, including accessories, for a complete installation.

3. Install new flush 18-gauge metal ceiling hatches in janitor's closets, including trim, continuous hinge and, cylinder lock and key opening mechanism.
4. Install new vinyl composition tile flooring, Class I (solid color), asbestos-free, 12-inches square, 1/8-inch thick, in accordance with ASTM F1066 and with manufacturer's instructions for application. Color and pattern uniformly distributed throughout thickness. Provide 12-inch by 12-inch sample for approval prior to installation. Use leveling compound, adhesives, underlayment, primers, and polish recommended by the floor resilient material manufacturer. Comply with applicable regulations regarding toxic and hazardous materials Green Seal (GS-36) for commercial adhesive. Provide and install 1-1/8-inch extruded aluminum edge strips with mill finish and mechanically cleaned.
5. Install porcelain wall tile to match existing in the Public Information Center (product

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listed in contract drawings). Provide product data and one sample tile each color for the 24-inch by 12-inch tiles, and a 3-tile by 3-tile mosaic sample for the accent tile. For tile with color variations, within the ranges selected during sample submittals blend tile in the factory and package so tile units taken from one package show the same range in colors as those taken from other packages and match approved samples. Use thin set mortar appropriate for wall installation. Install and cure sanded-type grout, 1/8-inch wide, in accordance with the applicable Tile Council of North America, Inc. (TCNA) standard. Clean tile as recommended by the manufacturer of the grout and bond coat, and apply grout sealer.

6. Install new restroom fixtures and accessories according to the contract drawings. Fixtures include wall-hung Corian vanity counters; 20-inch by 18-inch porcelain lavatories with in-counter soap dispensers; wall-hung, handicap accessible water closets, 1.6 GPF; wall-hung, siphon jet auto-flush urinal, 1.0 GPF (men's restroom only). Accessories include stainless steel toilet partitions and doors; brushed aluminum, L-shape grab bars; electric hand dryers (similar style to existing); toilet paper dispensers; above-sink wall mirrors; wall-hung, surface-mount integrated trash receptacles and paper towel dispensers; and sanitary napkin disposal (women's restroom only). Salvage and reuse existing hand sanitizers and soap dispensers.
7. Install new heavy duty, galvanized, primed, smooth 18-gauge steel doors. Provide and install new welded 16-gauge steel door frames and hardware including locksets, closures, hinges, and stops. Exterior doors shall have bottom 24-inch by 12-inch fixed louver with screen, threshold, bottom sweep, weather stripping, lockable lever entrance/exit handles, and interior top door closures. Janitor closets shall also have interior top door closures and lockable lever handles on both sides. The new doors and frames shall be painted according to the finish schedule on the contract drawings.

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. 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

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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).

**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 nation's 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.

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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 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 90 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. Experience Requirements:
1. Offers will be considered only from contractors who are regularly established in the building renovation business and who in the judgment of the Contracting Officer are financially responsible and able to show evidence of their reliability, ability, experience, equipment, facilities, and personnel directly employed or supervised by them to render prompt and satisfactory service.

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2. The Contractor must demonstrate with their technical proposal experience with the renovation of at least five (5) commercial buildings of similar size and complexity over the past three (3) years. Each contract submitted must have been satisfactorily completed, or if not yet completed, must be marked by satisfactory progress. The Government will not consider a contract that is less than 50% complete or an effort that concluded more than 3 years ago.

H. 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. Contractor Supervisor: A competent and experienced English-speaking Contractor Supervisor shall be provided by the Contractor whenever work is being performed - other than trash and debris pick-up. The Contractor Supervisor must have not less than three (3) years of experience as a direct supervisor of commercial building renovation projects. Offerors shall submit a resume for the Contractor Supervisor as part of the technical proposal. All permanent substitutions, whether of prime supervisors or sub-contractors, will be identified and reported to the COR and Contracting Officer, if not prior to, as soon as possible after occurrence.
3. The Contractor Supervisor shall review and approve submittals, ensure all specifications are being met, inspect the quality of work performed, ensure contract work does not conflict with ceremonies and funerals, ensure employees are adequately supervised and proper conduct maintained, and certify the completed work for payment and other purposes.

I. Availability/Constraints of Site: See attached specifications and drawings.

J. Pre-bid Site Inspection: A pre-bid site inspection can be arranged if desired. Contact the Contracting Officer's Representative (COR), Mr. Andrew VanMarter at (281) 447-8686 to make site visit arrangements.

K. Submittals After Award: Submit samples, cut sheets, and shop drawings to the COR for review and approval.

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 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**  
**Existing Hemicycle Restrooms**



**Figure 1:** Existing restroom vanity and wall tile.



**Figure 2:** Men's urinal.



**Figure 3:** Water closet.



**Figure 4:** Toilet partition.

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**Figure 5:** Door frame.



**Figure 6:** Metal door and hardware.

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**Figure 7:** Electric heater register.



**Figure 8:** Electric heater (above ceiling).



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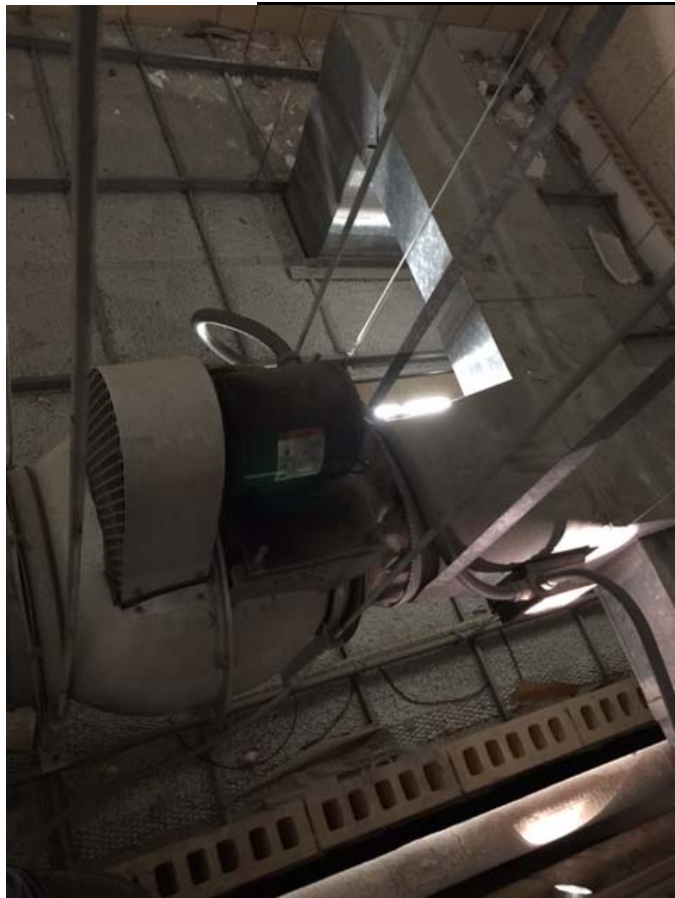


**Figure 9:** Water heater (above ceiling) and ceiling hatch.



**Figure 10:** Water heater.

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**Figure 11:** Exhaust fan motor.



**Figure 12:** Exhaust ceiling diffuser.

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**Example of PIC finishes to match**



**Figure 13:** Counter vanity, mirrors, and wall tile.



**Figure 14:** Urinals and floor VCT.

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**Example of PIC finishes to match**



**Figure 15:** Water closet and accessories.



**Figure 16:** Partitions.