

STATEMENT OF WORK

Contractor shall provide Design-Build and Construction services to extend an existing A/C road approximately 230 feet in two locations for a total of 460 lineal feet at the San Joaquin Valley National Cemetery. The scope of services to accomplish the project includes furnishing all professional Architectural and Engineering services to complete construction documents and specifications, also all supervision, labor and materials and equipment to construct the new roads, drainage, and associated accessories/infrastructure in accordance with this statement of work.

The design shall incorporate all the project requirements as per attached concept drawings (sheet 1 and 2) and items listed below. The Construction Documents shall show storm drain inlets and systems, elevations of all pavement surfaces, curbs gutters and flow lines.

- 1) Extend roads and turnarounds as shown on design concept drawings. Maintain existing dimensions and locations. Adjust locations as necessary.
- 2) Provide a new storm drain system for the new roads. Connect to existing storm drain system.
- 3) Field verify all locations of roads, utilities and storm drains.
- 4) Provide mountable curb and A.C. pavement as per detail 2/2 and concrete cross gutter as per detail 1/2 on attached drawings.
- 5) This is a list of information required but may not be all inclusive
 - a) Site Plan
 - b) Existing conditions/Demolition
 - c) Grading, Drainage and Utility
 - d) Plan and Profile
 - e) Sections and Details
- 6) Provide all street signs, stop signs, section markers as required as per NCA standards.
- 7) Cap any main irrigation lines for future use.
- 8) Provide a watering/trash station using Victor Stanley furnishings. NCA will provide detail.
- 9) It is the responsibility of the Contractor for employment of an independent testing agency or laboratory to perform specified testing.

Design Criteria

8.1.1 VA Program Guide PG-18-3, **Topic 1** – Codes <http://www.cfm.va.gov/til/cPro.asp>
Standards and Executive orders (Sept 2013)

8.1.1 VA Program Guide PG-18-3, **Topic 2** – Codes <http://www.cfm.va.gov/til/cPro.asp>
Standards and Executive orders (Sept 2013)

National Cemetery Design Guide Section 5.2
<http://www.cfm.va.gov/til/nca/NCADesignCriteria.pdf>

NCA Master Design and Specs: [NCA Master Design Guides and Specifications:
http://www.cfm.va.gov/til/ncaSpec.asp](http://www.cfm.va.gov/til/ncaSpec.asp)

VA Resources

NCA will provide pdf copies of drawings from previous projects at San Joaquin National Cemetery. NCA does not guarantee the accuracy of any information contained herein.

NCA will provide access to maintenance staff and engineering staff as needed

Deliverables and Milestone Schedule

Design Phase	Components of Submission	Review Format
CD1	65% Construction Documents	Internal NCA review Written comments to A/E Phone conference with to discuss comments.
CD2	90% Construction Documents	Internal NCA review Written comments to A/E Phone conference with to discuss comments.
CD3	100% Construction Documents	Final internal Review for resolution of prior comments to A/E. Written comments to A/E
BID	Final Construction Documents, Signed and sealed	Record submission only No comments
Record Docs.	Record documents Cad Files for drawings PDF Project manual Warranties	Record submission only

Submission and Completion Schedule

Submissions for Design Phase CD-1 through CD-3	2 full sets of ½ size drawings and PDF's
Bid Set	2 full sets of ½ size drawings And PDF's
Record Drawings	1 full size 30x42 set, 2 full sets of half size drawings, PDF's and Autocad .dwg files

Schedule:

Upon submittal to NCA, the Engineering department will review and return comments Within two (2) weeks.

CD-1	8 weeks after NTP
CD-2	4 weeks after CD-1 review comments

CD-3	2 weeks after CD-2 review comments
Bid set	2 weeks after CD-3 review comments
Record Documents	2 weeks after Completion of construction

General Submittal Standards & Requirements

Each submission will meet the specific the specific requirements stated in PG-18-15, Volume D, A/E Submissions for National Projects

Drawing Sheets

- 1) All drawing sheets are to use the standard VA/NCA title block. VA will provide an electronic version if the A/E requires it. Sheet size is 30"x42".
- 2) All drawings shall be bound along the left margin, into sets in the order of the drawing symbol list contained in this scope. At each submittal, the set of drawings will have a cover sheet. The binding must not obscure any information on the drawings.
- 3) Each sheet submitted will be clearly labeled above the title block what submission it is corresponding to the required submissions in this scope of work and PG-18-15, Volume D, A/E Submissions for National Cemetery Projects, i.e. "65% Construction", "90% Construction", ect. This label will be changed after each review. All submissions will include an electron version of the submittal.

Drawing Cover Sheet

Each set if drawings will have a cover sheet which indicates: VA Project Title, VA Project Number Index of Drawings, names, addresses and phone numbers of all associated A/E firms, vicinity map, site location map, cemetery map showing project location and other pertinent information. A complete legend of drawings abbreviations and drafting symbols for all disciplines will be included either on the cover sheet or on a second sheet immediately following the cover.

Graphic Standards

Drawings shall have graphic scales, north arrow (either true or plan north);orientation shall be consistent throughout the drawings. title block and key plan clearly identifying the drawing component within the overall plan.

Plans must clearly demonstrate what the new work is, what is existing and what is to be demolished. New work must be graphically bolder than existing work. For example, existing items to remain may be screened, with new work shown solid. Demolition work shall be shown by dashed lines.

Drawings using match lines must not overlap information. All information must stop at the match line and resume at the corresponding match line.

Detail sheets should be organized logically and present the material intended in an orderly way. Each detail must be clearly labeled and scale indicated.

Computer Aided Design and Drafting

The A/E shall supply all drawings in Autocad format in accordance with the United States National CAD Standard, Version 4, and National Institute of Building Sciences 1999-2007. The standard includes presentation graphics, level/layer assignments, electronic file naming and standard symbology. These standards are available at the internet website: <http://nationalcadstandard.org>.

The external label for the electronic submittal shall contain at a minimum:

- a. VA Project number
- b. Format and version of operating system software used
- c. Name and version of utility software used for perpetration, such as compression and copying files to media
- d. Sequence number of the digital media, as space on the label permits.

Submittal Address and Contact Information:

Department of Veteran Affairs
Pacific District Office (775)
1301 Clay Street, 1230 North
Oakland, CA. 94612
Attention: Keith Royster

GENERAL REQUIREMENTS

All work will be coordinated with the Contracting Officer's Representative (COR) and/or the Cemetery Director. Work will be conducted in such a manner to minimize the impact on the Cemetery operations.

All work will be accomplished during normal business hours (8:00 am to 4:30 pm) Monday through Friday, except Federal Holidays, at a time determined by the COR.

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

Cemetery Director:
Margaret Ayres
TEL: (209)854-1040

COR:
Steve Brand
TEL: (209) 854-1040

Project Manager:
Keith Royster
TEL: (510) 637-6286

1. GENERAL REQUIREMENT

1. Before beginning any demolition work, the Contractor shall survey the site and examine the drawings and review the scope of work to determine the extent of the work. The Contractor shall take the necessary precautions to avoid damages to existing items to remain in place, to be reused or to remain the property of the Cemetery. Any damaged items shall be repaired or replaced at the Contractors expense as directed by the COR.
2. The Contractor shall layout the work from established base lines and bench marks and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at the Contractor's expense, all stakes, templates, platforms, equipment tools, materials and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the COR. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established or indicated by COR until authorized to remove them. If such marks are destroyed by the Contractor's negligence before their removal is authorized, the COR may replace them and deduct the expense of the replacement from any amounts due to the Contractor.
3. Establish construction limits, install safety controls, and install construction fencing as approved by the COR.
4. SITE SURVEY: Locate and stake/flag all underground utilities, irrigation system piping, sprinkler heads and other components. Coordinate any shutdowns and operation of the existing irrigation system with the COR.
1. SITE CLEARING: Remove Grass and other vegetation or obstructions as required to permit grading of the site within the project limits. Dispose of all organic material on the cemetery property at the direction of the COR. Haul away and dump trash, debris and waste to an approved disposal site.
2. EROSION CONTROL AND SITE DRAINAGE: Contractor shall provide erosion control measures to prevent erosion or displacement of soils and discharge of soil bearing water runoff or airborne dust.
3. SITE GRADING AND FINISHING: Perform grading within the limits of the project to the lines, grades, and elevations indicated and as specified.
4. 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.
5. The Contractor shall protect from damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site or adjacent property. 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 refuse to repair the damage promptly.
6. Upon completion of contact, deliver work complete and undamaged. Existing materials, equipment, structures, facilities, grounds and 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 good condition as existed before commencing work.
7. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to exist ring piping and consults, wires, cables, etc., of utility services or of fire protection systems,

communication systems (including telephone) which are not scheduled for discontinuance or abandonment.

8. 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.
9. Thoroughly clean up the work area at the end of each day's work and at the completion of the project. Leave premises clean and free of waste, scraps, used equipment or other material intentionally or accidentally delivered to the site by the Contractor or Contractor's personnel.
10. 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 reasonably 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 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.
11. 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 made 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 the 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.
12. 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 2 weeks prior to the need shutdown. When the option exists, implement options to minimize interruption of services to the facilities.
13. 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.
14. 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.
15. The Contractor shall protect from damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site or adjacent property. 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.
16. Upon completion of contract, deliver work complete and undamaged. Existing materials, equipment, structures, facilities, grounds and 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 good condition as existed before commencing work.

17. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and consults, wires, cables, etc., of utility services or of fire protection systems, communication systems (including telephone) which are not scheduled for discontinuance or abandonment.
18. All work will be coordinated with the Contracting Officer's Representative (COR). Only the Contracting Officer (CO) has the authority to make changes to the contract that affects price and/or time. Work will be conducted in such a manner to minimize the impact on the Cemetery operations.
19. Coordination of Construction with the Cemetery Director: The burial activities at a National Cemetery shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Cemetery Director, through the COR, in arranging construction the construction schedule to cause the least possible interference with Cemetery activities in actual burial areas. Construction noise during the committal services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.
 - a. The Contractor is required to discontinue his work efficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and/or Federal Holidays to permit him to clean up all areas of operation adjacent to existing burial plots before these dates.
 - b. Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the area in a clean, neat condition.
 - c. Site work will be accomplished between the hours of 8:00 and 4:30, Monday through Friday, except Federal Holiday's. Work outside of the Cemetery's normal operating hours of 8:00 am to 4:30 pm shall be permitted on by approval of the COR and to only meet the Period of Performance.

3. 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 and exhibit absolute decorum, composure, and stability 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 are enforceable under Title 38, USC, Part 1, Chapter 9, and 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 the sight of a committal shelter during a service.

6. Use of intoxicating beverages, any tobacco products, and illegal drugs on the Cemetery is strictly prohibited.
7. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment's or other items will be placed on 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 employee(s) from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or contrary to the best interest of the Government. If the Contractor fails to act in this regard, or the reason for 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 date or time. 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 in later found to be invalid or and/or unreasonable by the Contracting Officer.
9. All work shall be performed in accordance with National, State, and Local Codes including the International Building Code (IBC), the International Mechanical Code (IMC), the International Plumbing Code (IPC), and the National Electrical Code (NEC).

All work shall be performed in accordance with the drawings and specifications. It shall be the Contractor's responsibility to comply with all the applicable codes. The Contractor shall apply and obtain all applicable permits to comply with local, State and Federal regulations.

4. 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 or extended manufacturer's warranty. The Contractor hereby agrees to repair or replace deficiencies within the specified time frame by the direction of the Contracting Officer (CO) at the Contractor's expense. And shall be corrected to the satisfaction of the Government.
2. The Contractor shall provide a Job Site Superintendent who speaks and write fluent English on site, and at all times when Contractor personnel are on the premises. The Job Superintendent will:
 - a. Review and Approve submittals
 - b. Inspect the quality of work performed
 - c. Certify the completed work for payment and other purposes

Completion Time: Thirty (210) calendar days from date of issuance of Notice to Proceed (NTP).

(End of Work Statement)