

## **Statement of Work**

### **Fort Rosecrans National Cemetery Replace Maintenance Buildings**

**Project Number 892-CM3-035**

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#### **Scope of Work and Minimum Requirements for Architect/Engineer Submissions**



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## Statement of Work

### Fort Rosecrans National Cemetery Replace Maintenance Buildings

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#### **1.0 GENERAL**

1.1 This Statement of Work identifies the goal and objectives of this cemetery improvement project, as well as guidance on submittals for the preparation of design and construction documents hereafter called "the documents." The scope of services to accomplish the project includes furnishing all labor and materials to prepare construction drawings and specifications for all project elements and an estimate of construction cost in accordance with this statement of work and Task 14 of the Architect-Engineer IDIQ Contract. At the option of the Government, future Task Orders may be issued to address Construction Period Services. The requirements for those services will be described in a separate statement of work.

1.2 Architect-Engineer (A/E) services will consist of those services performed by the A/E, their employees and sub-consultants as required to prepare the documents.

1.3 The A/E is responsible for the quality, accuracy and completeness of the documents and is required to meet or exceed the scope of this document. Requirements contained herein are minimums, all work should be at the level of accepted work for professional disciplines performing this type of work. The A/E is responsible for coordinating the documents to eliminate errors and omissions and for producing a complete set of drawings in accordance with standard professional practices. Complete and accurate coordination between the disciplines and quality control of sub consultants' work is required. All drawings will require a professional license seal and signature by the discipline responsible for the work.

1.4 Specific information that applies to the contract deliverables in this project is described in VA Program Guide PG-18-15, Volume D, A/E Submission Requirements for National Cemetery Projects (Dec 2011). The complete document is available on the VA web site at the following URL: <http://www.cfm.va.gov/contract/ae/aesubcem.pdf>. Section 5 of this Statement of Work contains additional information on the requirements for the submissions for this project.

#### **2.0 PROJECT GOAL**

2.1 The goal of this project is to remove existing substandard structures, sheds and storage containers in the lower maintenance yard and replace with new structures and maintenance yard to meet the changed needs of Fort Rosecrans National Cemetery. The intent is to provide a facility that serves both cemetery staff and contract maintenance staff.

2.2 The budget estimate for construction is \$590,000.

### 3.0 BACKGROUND

#### 3.1 Site Location and Context

3.1.1 Fort Rosecrans National Cemetery is in the southwest section of San Diego, situated on the rolling hillsides of Point Loma. The cemetery is located on a cliff surrounded by the Pacific Ocean to the west and San Diego Bay to the east. The main road runs through the U.S. Naval Reservation then cuts through the center of the cemetery. The address is Cabrillo Memorial Drive, San Diego, CA 92106. From I-5 South or I-8 West, exit at Rosecrans Street; turn right on Canõn Street and turn left on Catalina Boulevard (California Highway 209 South) approximately 3 miles to the cemetery. Catalina Blvd. becomes Cabrillo Memorial Drive. Follow Canon until it runs into Catalina Boulevard, which enters the U.S. Navy installation and runs through the cemetery. The cemetery is located on both sides of the road; the gate on the east leads to the maintenance area. From San Diego Lindberg International Airport, travel North Harbor Drive to Rosecrans Street; left on Rosecrans, right on Canõn Street and left on Catalina Boulevard (California Highway 209 South).

3.1.2 The site was formerly the post cemetery for Fort Rosecrans Military Reservation and US Naval Reservation at San Diego. It was established as a national cemetery in 1934 and operates under the jurisdiction of the Department of Veterans Affairs (VA), National Cemetery Administration (NCA). The areas surrounding the cemetery are under the jurisdiction of the Naval Base Point Loma and Navy SPAWAR Command. The cemetery property is a long narrow site of 77.5 acres bisected by Catalina Boulevard. Current interments are primarily inurnments of cremated remains in the columbarium. In fiscal year 2013 there were 2,784 interments at Fort Rosecrans National Cemetery. In 2011 Miramar National Cemetery was opened to meet the long-term burials needs for veterans in the San Diego area. Large administration and maintenance facilities at Miramar accommodate the needs of staff that serve both cemeteries.

#### 3.1.3 Cemetery Location Map:



### **3.2 Operational Considerations**

Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and regional (Memorial Service Network- MSN V) policies, priorities, goals, and objectives. Fort Rosecrans National Cemetery is maintained by staff supervised by the cemetery director of Fort Rosecrans and Miramar National Cemeteries. 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, 8:00 am – 4:30 pm. Office is closed Federal Holidays except Memorial Day and Veterans Day. Cemetery visitation hours are daily 8:00 am – Sunset.

### **3.3 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 A/E will not be responsible for environmental compliance under NEPA.

### **3.4 Historic Review Compliance**

Fort Rosecrans National Cemetery is eligible for listing in the National Register of Historic Places, and is subject to Section 106 of the National Historic Preservation Act (P.L. 89-665, as amended). The A/E shall prepare a SHPO notification of intent without adverse action for VA to send to the California SHPO. The A/E shall be responsible for coordinating all historic reviews and compliance required by the State Historic Preservation Officer (SHPO). VA will review and approve all material prepared on the department’s behalf for submission to state agencies.

### **3.5 Accessibility**

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.

## 4.0 PROJECT SCOPE AND DESIGN CRITERIA

### 4.1 General

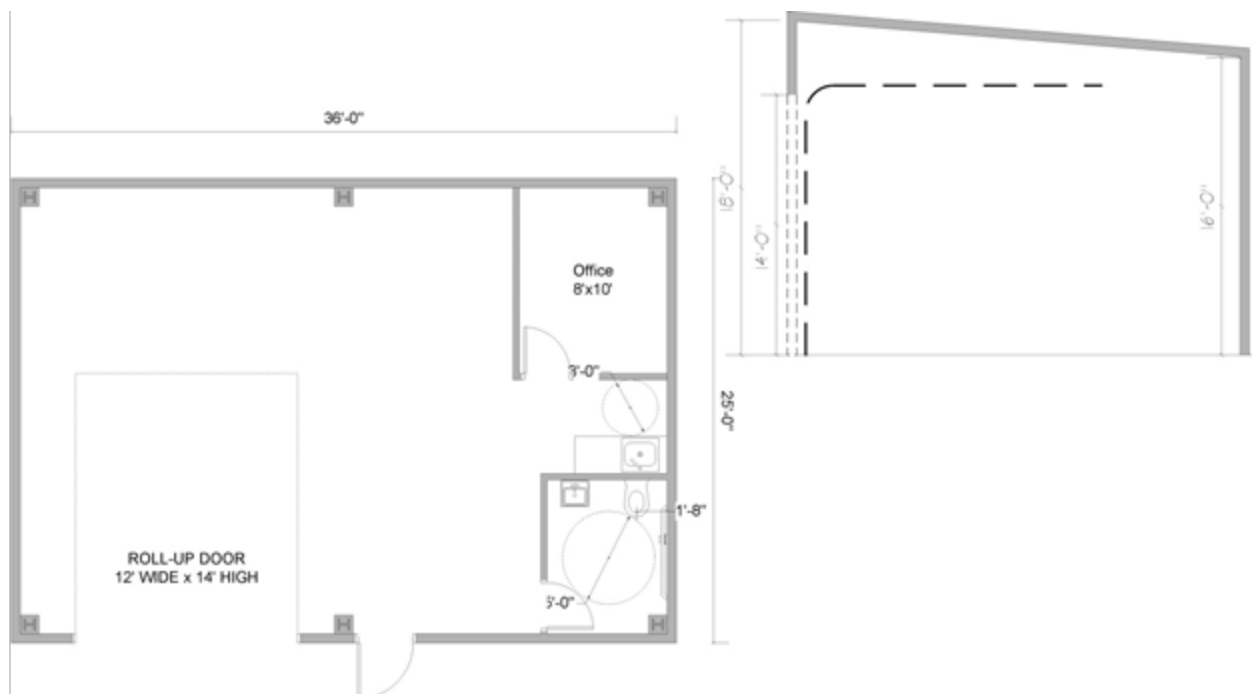
4.1 The scope of this project is to demolish existing maintenance structures (sheds, containers and temporary buildings) in the lower maintenance yard and replace them with one new prefabricated metal storage building, one open covered storage shelter and one vehicle wash station in an efficient maintenance yard with defined and secure areas for national cemetery staff, equipment and vehicles and contract maintenance equipment and vehicles. The building numbers for the new structures will be provided by VA.

a covered vehicle storage area and install a vehicle wash station for the in-house interment operation. The project will provide a fenced off contractor staging area for the contracted grounds maintenance with rough-in electrical, water and sewage for grounds contractor use. The Contractor's yard will be paved with gravel but the NCA yard will be paved with asphalt. The project will also raise the perimeter wall between this maintenance area and the cemetery road to screen the view of the maintenance yard from the public.

### 4.2 Project Elements

**4.2.1 Prefabricated Metal Building (+/-900 SF)** -- An enclosed building (approx. 25' x 36') will contain one single-use restroom (52 NSF), one enclosed office (80 NSF) and equipment storage (approximately 700 NSF) accessible by one roll-up door and one pedestrian door for the use of NCA personnel conducting interment operations.

#### 4.2.1.1 Suggested Floor Plan and Building Section:





**4.2.2 Covered Vehicle Storage Structure (+/-450 SF)** -- The covered equipment storage building should be open and clear of obstructions on all sides and match the height of the new metal building.

**4.2.3 Maintenance Yard** -- The scope of site work is limited to the existing maintenance yard. Work will include, but is not limited to demolition, re-grading, paving, fencing and screen wall construction in addition to siting and construction of the new structures within the yard.

4.2.3.1 Functional areas for the use of NCA personnel conducting interment operations:

- a. Above-ground fuel storage/pump station (existing AST to remain in place) with new concrete paving
- b. Vehicle wash station (sheltered if required by Code)
- c. Fenced vehicle/equipment storage with asphalt paving

4.2.3.2 Area for the use of Contract maintenance personnel:

- a. Fenced storage with compacted gravel surface
- b. Utilities rough-ins for electric, water and sewer

4.2.3.3 Site Plan showing possible layout of required areas and new structures:



4.2.3.4 Photos of existing maintenance structures, temporary buildings and storage containers to be demolished and removed:



Photo 1 Vehicle canopy to be demolished and removed



Photo 2 Vehicle canopy to be demolished and removed





Photo 3 Vehicle garages to be demolished and removed



Photo 4 Temporary building/ water closet to be demolished and removed



Photo 5 Sheds and storage container to be demolished and removed



Photo 6 Temporary buildings/sheds to be demolished and removed

### 4.3 Design Criteria

4.3.1 The following general guidance applies to the project. It can be accessed from the VA web site at the following URL:

- a. VA Program Guide PG-18-3, **Topic 1** - Codes, Standards and Executive Orders (Sept 2013) [www.cfm.va.gov/til/cPro.asp](http://www.cfm.va.gov/til/cPro.asp)
- b. VA Program Guide PG-18-3, **Topic 4** - Foundation Drainage (April 2001) [www.cfm.va.gov/til/cPro.asp](http://www.cfm.va.gov/til/cPro.asp)
- c. VA Program Guide PG-18-3, **Topic 15** - Energy Efficient and Sustainable Design Policy for VA New Construction (May 2006) [www.cfm.va.gov/til/cPro.asp](http://www.cfm.va.gov/til/cPro.asp)
- d. VA Program Guide PG-18-3, **Topic 16** - Sustainable Buildings Policy for VA Renovation and New Construction (May 2006) [www.cfm.va.gov/til/cPro.asp](http://www.cfm.va.gov/til/cPro.asp)
- e. Guiding Principles Checklist for Green Globes-New Construction <http://www.cfm.va.gov/til/sustain/GPChecklist-GG-NC.docx>
- f. Handbook H-18-8, Seismic Design Requirements (August 2013) <http://www.cfm.va.gov/til/etc/seismic.pdf>
- g. NCA Facilities Design Guide Section 5 Design Criteria (May 2010) <http://www.cfm.va.gov/til/nca/NCADesignGuide.pdf>
- h. VA Signage Design Guide Chapter 12, National Cemetery Signs (December 2012) <http://www.cfm.va.gov/til/signs/Signage12-Cemetery.pdf>

## 5.0 TASKS, DELIVERABLES, AND SCHEDULE

**5.1 Task 1: Schematic Design [SD]** -- Investigation of existing conditions, development of Basis of Design report and design concept for the building(s) and site for VA review. Level of completeness for this submittal should be sufficient enough to present gathered data from any investigations conducted to this point and confirm feasibility of design concept. The schematic design phase documents will generally meet the combined submission requirements of Schematic Design 1 and Schematic Design 2 of PG 18-15 Volume D for the applicable portions of the following disciplines: Architectural, Cost Estimating, Electrical, HVAC, Historic Preservation and Plumbing/Sanitary.

5.1.1 Gather data, review existing site conditions, and analyze all pertinent documentation.

5.1.2 Prepare a design concept for the building layout. Prepare the drawing cover sheet and base sheets for architectural work using the survey of existing conditions. Submit drawings, reports, narratives, tests and calculations that would support the goal and design intent of the project. Indicate all building materials.

5.1.4 Prepare the Table of Contents to include all specification sections that will be part of the final documents. Review NCA master specifications. Identify any sections that A/E will need to write because no NCA or VA master exists.

5.1.5 Deliverables: Existing conditions drawings and Schematic Design drawings and reports in quantities and format stated in Section 8.0 of the SOW.

5.1.6 Time to complete: (8) weeks from executed Task Order (Notice to Proceed.)

**5.2 Task 2: Design Development (DD)** –Design Development based on the final approved Schematic Design documents for VA review. Any changes from the SD documents must be approved by the VA Project Manager (PM) prior to proceeding with the DD documents. All documents shall be reviewed for functional and aesthetic relationships. The result of this phase shall be a set of design documents defined to the point that no further functional decisions are required. Level of completeness for the design development phase documents will generally meet the combined submission requirements of Design Development [DD1] and Design Development [DD2] of PG 18-15 Volume D for the applicable portions of the following disciplines: Architectural, Cost Estimating, Electrical, HVAC, Historic Preservation, Plumbing/Sanitary, Specifications and Sustainability.

5.2.1 Deliverables: Existing conditions drawings and Schematic Design drawings and reports in quantities and format stated in Section 8.0 of the SOW.

5.2.2 Time to complete: (6) weeks from receipt of VA comments on SD submission.

**5.3 Task 3: Construction Documents (CD) -- 100% complete and coordinated set of documents for final VA review**, detailed cost estimate. Level of completeness will generally meet the requirements for Construction Documents 2 [CD 2] of PG-18-15, Volume D, A/E Submissions for National Cemetery Projects.

5.3.1. Drawings: Submit 100% complete drawings and details for all disciplines incorporating comments from VA review of the Design Development submittal.

5.3.2 Specifications: Submit 100% complete set of construction specifications edited for this project and coordinated with the drawings.

5.3.3 Cost Estimate: Submit a detailed estimate of construction cost consistent with the level of detail shown on the drawings. All items must be quantified, lump sum items are not acceptable. Break out costs of items by element, including all labor and materials.

5.3.4 Deliverables: Drawings, specifications and cost estimate in quantities and format stated in Section 8.0 of the SOW.

5.3.5 Time to Complete: (8) weeks from receipt of VA comments on DD submission.

**5.4 Task 4: Bid Documents -- 100% Drawings and specifications ready for bidding by contractors, final cost estimate and digital files. This is a record submission and VA does not expect to issue review comments.**

5.4.1 Submit 100% complete and coordinated set of construction documents for all disciplines that incorporate all review comments and changes.

5.4.2 Deliverables: Final drawings, specifications and cost estimate in quantities and format stated in Section 8.0 of the SOW, suitable for VA to issue to prospective construction



contractors. Submit DVD/CD with AutoCAD .dwg files and .pdf files and B&W Prints of all sheets. All sheets must bear the licensing seal of the architect or engineer claiming the work. Submit completed fully edited technical specifications on compact disc as Microsoft Word files and bound paper copies.

5.4.3 Time to Complete: (3) weeks from receipt of VA comments on CD submission.

## **5.5 Schedule Summary**

5.5.1 Time for Completion – 29 weeks after issuance of executed Task Order (Notice to Proceed.) Schedule as follows and detailed in appendix C. Tasks 1, 2 and 3 are followed by a 2-week VA review period.

- a. Task 1 -- Eight (8) weeks
- b. Task 2 -- Six (6) weeks
- c. Task 3 -- Eight (8) weeks
- d. Task 4 -- Three (3) weeks

5.5.2 Meetings as follows:

- a. Conference call -- project kick-off
- b. Conference call -- after A/E review of VA comments on Task 1
- c. Conference call -- after A/E review of VA comments on Task 2
- d. Conference call -- after A/E review of VA comments on Task 3
- e. Additional working sessions for data gathering, and coordination to be provided as determined by the IDIQ A/E and VA.

## **6.0 PERSONNEL RESOURCES**

6.1 Program/Project Manager: To negotiate IDIQ A/E fees; provide project communications, and monitor progress of task order and overall quality of deliverables.

6.2 Professional staff of the disciplines required to prepare survey, design and construction documents, specifications and cost estimate in a professional, quality-based, timely, efficient manner.

6.3 Clerical Support: Includes the preparation and shipping of all deliverables to VA and the typing of specifications.

## **7.0 INDIRECT RESOURCES**

7.1 Reproduction/Mailing/Computers/Storage: All documents shall be prepared in prescribed electronic formats and forwarded to VA in accordance with distribution requirements listed in this statement of work.

7.2 Travel:

7.2.1. Local (San Diego): Ground transportation, either private or public transportation. Government rates shall apply. No per diem will be allowed.

7.2.2. Other: Airfare, taxi and auto rental for site visits may be allowed: up to two (2) days of travel for each required visit. Per Diem shall be at Government Rate.



## **8.0 GENERAL SUBMITTAL STANDARDS & REQUIREMENTS**

### **8.1 Drawing Sheets**

- 8.1.1 All plans 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" x 42".
- 8.1.2 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.
- 8.1.3 Each sheet as well as all materials submitted will be clearly labeled above the title block, what submission it is, corresponding to the required submissions in this scope of work i.e., "Design Development Submittal," "90% Construction Documents Submittal," etc. This label will be changed after each review and removed prior to printing the bid sets.

### **8.2 Drawing Cover Sheet**

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

### **8.3 Graphic Standards**

- 8.3.1 Drawings shall have graphic scales, north arrow (either true north or plan north; orientation shall be consistent throughout drawings unless otherwise approved by the VA Project Manager [PM]), title block, and key plan clearly identifying the drawing component within the overall plan. Each drawing, booklet, and other supporting submittal, including cover sheets, shall be clearly and consistently identified throughout the design process with the project title, location, building, phase, section, and segment. Each sheet will be clearly labeled above the title block, what submission it is corresponding to the required submissions in this scope of work. Each sheet will have a key map for locating and orienting individual drawing sheets to the whole site.
- 8.3.2 Plans must clearly demonstrate what is new work and 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.
- 8.3.3 Drawings using match lines must not overlap information. All information must stop at the match line and resume at the corresponding match line.
- 8.3.4 Detail sheets should be organized logically and present the material intended in an orderly way, for example, head, jamb and sill should be arranged as such from top to bottom, not randomly placed on the sheet as space allows. Items with plan, front and side views should be arranged in that context to one another. Each detail must be clearly labeled and the scale indicated. There should be one door schedule and one window

schedule for all buildings in the project. There should be a color and finish schedule for each building, located on the same sheet with the respective floor plan.

8.3.5 A comprehensive legend of the abbreviations and symbols used on all of the drawings shall be provided on the cover sheet or immediately following the cover sheet.

#### **8.4 Computer Aided Design and Drafting (CADD)**

8.4.1 The A/E shall supply all drawings in AutoCAD format in accordance with the United States National CAD Standard, Version 5.0 © National Institute of Building Sciences. The standard includes presentation graphics, level/layer assignments, electronic file naming and standard symbology. These standards are available at the Internet website: <http://www.nationalcadstandard.org/>.

8.4.2 If the Architect/Engineer office performs their project design work in two different CADD formats, the electronic file compact disk submission to the National Cemetery Administration shall be in only one unified CADD format. The conversion and the integrity of the drawings is solely the responsibility of the Architect/Engineer. All CADD files created for this project shall be the property of the Department of Veterans Affairs and the National Cemetery Administration.

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

- a. Project Number
- b. Format and version of the operating system software used
- c. Name and version of utility software used for preparation (e.g., compression/decompression, if applicable) and copying files to media
- d. Sequence number of the digital media
- e. A list of the filenames on the digital media, as space on the label permits.

#### **8.5 Reports/ Calculations/ Studies/ Analyses/ Estimates/ Specifications**

8.5.1 Submit 8½" x 11" copies of all required calculations, cost estimates and specifications. All letter reports will be labeled with the project name, project number, name(s) of A/E firm(s), date and title of the report or estimate. Final submittal of specifications shall be in Microsoft Word format on compact disc. Foldout sheets, up to 11" x 17", for graphics may be incorporated in the reports.

8.5.2 Specifications shall be prepared using National Cemetery Administration (NCA) Master Construction Specifications. Subsequent submissions shall show changes to master specifications by using the "Track Changes" function. Each submission shall indicate changes from the previous submission, not all changes to the master. These specifications are available at the following URL: <http://www.cfm.va.gov/til/ncaSpec.asp>

8.5.3 The A/E shall submit minutes of meetings with VA and VA's other contractors, as well as for A/E coordination meetings.

## 8.6 Distribution of Submittals by A/E

### 8.6.1 SD, DD, and CD:

VA STAFF	SETS of DRAWINGS	COST ESTIMATE	CALCS.	STUDIES/ REPORTS	SPECS	COLOR BOARDS
NCA Project Manager	1-full size and 1 half-size	1	1	1	1	1
MSN Engineer	1 half-size	1	1	1	1	--
NCA Cemetery Director	1 full-size	--	--	1	1	1
NCA Field Programs Engineer	1 half-size	--	1	1	1	--

### 8.6.2 Bid Documents:

VA STAFF	SETS of DRAWINGS	COST ESTIMATE	CALCS.	STUDIES/ REPORTS	SPECS	E-FILES
NCA Project Manager	3-full size and 2 half-size	1	1	2	4	1 CD/DVD (.dwg, pdf, Word files)
MSN Engineer	1 half-size	1	1	1	1	1 CD/DVD
NCA Cemetery Director	1 full-size		1	1	1	

### 8.6.3 Submittal addresses and contact information:

VA STAFF	DELIVERY ADDRESS	PHONE /FAX/ E-MAIL
COR/ NCA Project Manager:	Department of Veterans Affairs National Cemetery Administration Design and Construction Service 425 Eye Street, N.W., Suite 5E.425 Washington, DC 20001 Attn: Peggy Jensen	(202) 632-5895 – voice  (202) 632-5823 – fax  <a href="mailto:margaret.jensen@va.gov">margaret.jensen@va.gov</a>
MSN V Engineer:	Department of Veterans Affairs Memorial Service Network (MSN #5) Oakland Regional Office (343) 1301 Clay Street, 1230 North Oakland, CA 94612-5209 Attn: Cliff Schem	(510) 637-6281 - voice  (510) 637-6273 - fax  <a href="mailto:clifford.schem@va.gov">clifford.schem@va.gov</a>
NCA Cemetery Director:	Department of Veterans Affairs Fort Rosecrans National Cemetery Point Loma, P.O. Box 6237 San Diego, CA 92106 (physical location is Cabrillo Memorial Drive) Attn: Doug Ledbetter	(619) 553-2084 - voice  (619) 553-6593 - fax  <a href="mailto:douglas.ledbetter@va.gov">douglas.ledbetter@va.gov</a>

VA STAFF	DELIVERY ADDRESS	PHONE /FAX/ E-MAIL
Field Programs Engineer	Department of Veterans Affairs Cemetery Development & Improvement Svc Indianapolis Regional Office (495) Minton-Capehart Federal Building 575 North Pennsylvania Street Indianapolis, IN 46204 Attn: Glenn Madderom	(317) 916-3797 – voice <a href="mailto:Glenn.Madderom@va.gov">Glenn.Madderom@va.gov</a>

## 9.0 WORK COORDINATION AND REVIEWS

9.1 Only the Contracting Officer (CO) has the authority to make changes to the contract that affect price and/or time. The NCA Project Manager (PM) is the Contracting Officer's Representative (COR). All work on the task order will be coordinated with the COR.

9.2 Each submittal will be reviewed by VA and comments provided to the A/E according to the schedule in the contract (typically 2 weeks). All comments from various VA entities and changes will be coordinated through the NCA Project Manager. If the A/E makes changes or modifications based on comments from VA entities other than the Project Manager, the A/E is at risk and at their own expense will revise the changes. The A/E must respond in writing to all comments within ten (10) calendar days of receiving VA comments. Subsequent work and changes made shall reflect the VA comments and the outcome of the review.

9.3 VA and the A/E will utilize an electronic review and correction tracking system, e.g., Dr. Checks, to review and respond to all comments. At each phase, A/E will verify that documents have been revised, if required to respond to comments and that responses are entered into the electronic tracking system and approved by the PM/COR.

- END -