

**Scope of Work for
Interpretive/Wayside Signage for
Civil War-Era National Cemetery Administration Properties**

BACKGROUND

The National Cemetery Administration (NCA), Department of Veterans Affairs (VA), oversees 131 national cemeteries and 33 soldiers' lots, government lots, Confederate lots and monument sites; more than half of these cemeteries originated with the Civil War. Many of these properties are not staffed and there is no information available to visitors on site. As part of NCA's commemoration of the Civil War sesquicentennial (2011-15) one to three interpretive signs that tell the story of the origins of the national cemetery system and where appropriate, the story of individual properties, events and or people, will be produced and installed in each Civil War-era property. Placement of these will comply with the *Secretary of the Interior's Guidelines for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes*, NPS Preservation Brief 36 *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes*, and the National Historic Preservation Act, as amended (16 U.S.C. 470).

There are many Civil War themes and storylines that weave through the cemeteries, and this information needs to be analyzed and distilled into one to three interpretive signs to be placed in 79 Civil War-era national cemeteries and 24 other NCA-managed cemeteries. The purpose of this contract is to procure one generic interpretive sign for 79 National Cemeteries, 18 unique interpretive signs for Confederate lots, and 23 unique interpretive signs for National Cemeteries in the Northeast region in the base award, and 56 unique interpretive signs for National Cemeteries in the Southeast, Midwest, Central and West coast regions and 15 unique interpretive signs for Soldiers' Lots in optional awards.

The content of interpretive signs to be produced in the base year has been developed in draft by NCA; the content of the signs to be produced in the option year will require research, development and design by the contractor. The quantity of signs to be produced will be determined by the availability of NCA funds.

NCA has developed and installed prototypical interpretive signs at Cave Hill National Cemetery (KY), Florence National Cemetery (SC) and Salisbury National Cemetery (NC) that have established the agency's preferred standard. All signs produced in this contract shall be the same: paint color is GI charcoal; base style is Low Profile Cantilever in-ground painted aluminum; size is 36"wide x 24"high with a 45-degree angle; they will be installed at 32" high (see last page).

GENERAL SCOPE OF WORK/OBJECTIVES

Design/Layout/Panel Content

The contractor shall submit up to three (3) alternative design/layout concepts for one (1) "Origins" interpretive sign and each of the eighteen (18) Confederate interpretive signs (CLINs 0001 and 0002).

For CLINs 0003 through 0010, the contractor shall prepare text and suggest graphic images to be used to support narrative. If artwork is not provided by NCA, photographs, maps and other artwork should be identified and accessed from public or private repositories; it may be

purchased or commissioned as necessary. Source of graphics and documentation, and permission to use all graphics is required, if appropriate. Up to three (3) alternative design/layout concepts for each sign shall be submitted. NCA shall approve all graphics and text.

All text shall reflect the *Chicago Manual of Style*. Sources used for textual content and graphics will meet the *Secretary of the Interior's Guidelines for Historical Documentation*.

The contractor shall assure that all proposed signage shall meet Americans with Disabilities Act (ADA) requirements for height, graphic design, and other factors.

Coordinate sign panel and base acquisition/delivery

The contractor shall ensure that interpretive signs meet the following specifications: Low Profile Cantilever in-ground aluminum sign base, 36" long x 24" wide with a 45 degree angle, painted GI charcoal.

The contractor shall provide final sign content (text/images) to the self-contained base fabricator vendor.

The contractor shall coordinate and track delivery of interpretive signs to approximately 100 cemetery addresses, depending upon location of overseeing cemeteries.

TECHNICAL REQUIREMENTS FOR INTERPRETIVE SIGN FABRICATION

FIBERGLASS EMBEDDED PANELS

Production of fiberglass embedded panels from government-furnished digital files or production-ready materials.

Each panel shall consist of a solid one-piece panel with 600 dpi ink jet graphic embedded in fiberglass.

Four-color CMYK images shall be printed on an ink jet printer using ultraviolet resistant pigmented inks. Images shall be printed on a specially formulated substrate capable of resin saturation to ensure a true fiberglass embedment. The print shall be full-size all the way to the edges of the panel.

Full-size proofs shall be right-reading images on embedment substrate (printed in the actual color to be used in production) and shall be submitted to the Contracting Officer's Representative (COR) for review and approval prior to embedment.

The minimum requirements for the inkjet printer shall be 600 dpi image resolution with an output width capable of printing a 36" x 48" image in a single section.

Inks shall be ultraviolet resistant pigmented ink jet inks. The substrate shall be a specially formulated substrate capable of resin saturation to ensure a true fiberglass embedment. Encapsulation is not acceptable. All completed panels shall be trimmed 1/8" under nominal dimensions indicated in the Scope of Work with a tolerance of +/- of 1/32".

The imaged substrate shall be embedded in fiberglass according to the following specifications: Resin shall be non-yellowing R-70 clear resining or UV stabilized acrylic modified polyester resin, reinforced with high solubility, chopped strand fiberglass mat so that the index of refraction ensures total clarity of all color, copy and graphics. Glass fibers should not be readily discernible on the panel face. The panel shall have a glass content of no less than 28 percent of the total panel weight. The panel shall be able to withstand temperatures from -65° F to 350° F. The panel shall have a minimum Barcol harness factor of 50, tensile strength of 12,000 psi, compressive strength of 20,000 psi, flexural strength of 18,000 psi, and minimum impact strength shall be 6 ft lbs/in notch with a fire resistance of 500° F.

The face shall not be permanently defaced by seam, acid aromatics, scratching, inks, or paints and should be readily wiped clean with paint remover and solvents without affecting the appearance or legibility of finish or graphics.

Face shall retain legibility and finished appearance when sprayed with a 10 percent solution of hydrochloric, nitric, or sulfuric acid for one half-hour or when scrubbed by a brush or medium hardness using common commercial cleaning compounds such as ammonia, laundry soaps, detergents, carbon tetrachloride, or petroleum-based solvents. The panel shall be opaque with a matte finish with a minimum embedment of all graphic elements of .030. The panel shall be router cut, edges shall not be crazed or cracked, and the finish shall be smooth, clean, and neat. Thickness shall be 0.060" or 0.090" as specified in each task order.

LABELS

The contractor shall produce weatherproof labels that shall be placed on the back side of the wayside graphic panels indicating the following specific information for every panel:

Panel Identification Number (example: *Cemetery Name -2*),
Size (example: 36x24),
Material (example: *Fiberglass*),
Date of Manufacture,
Contact: NCA History Program, 202-632-5894

The label shall also include a box with the words "Installation Date" above it so cemetery staff can indicate the date of installation on the panel sticker.¹

References

- National Historic Preservation Act, as amended (16 U.S.C. 470) (<http://www.law.cornell.edu/uscode/16/470.html>)
- Americans with Disabilities Act, 28 CFR Part 36 (<http://www.ada.gov/stdspdf.htm>)
- *Secretary of the Interior's Guidelines for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes.* (http://www.nps.gov/history/hps/hli/landscape_guidelines/index.htm)
- *NPS Preservation Brief 36 - Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes* (<http://www.nps.gov/history/hps/TPS/briefs/brief36.htm>)

¹ <http://www.nps.gov/hfc/acquisition/pdf/wayside-panels/c1141090004/section-c.pdf>

- *Secretary of the Interior's Guidelines for Historical Documentation* (http://www.nps.gov/history/local-law/arch_stnds_1.htm)
- *Chicago Manual of Style* (<http://www.chicagomanualofstyle.org/home.html>)

Schedule requirements

The contractor shall:

- Provide a comprehensive Work Plan to the Contracting Officer's Representative (COR) within 30 days of contract award that includes a schedule that outlines delivery of design/layout concepts and schedule for delivery for both the "Origins" and Confederate interpretive panels.
- Provide a 1-page monthly status report to the COTR on the first weekday of every month throughout the project, briefly detailing staff activity including research, hours worked, and problems encountered and resolved by email for the previous month. Status reports shall be delivered via email. These are due to NCA by noon EST.
- The "Origins" interpretive sign (CLIN 0001) for national cemeteries shall be delivered within 6 months of date of award; the Confederate interpretive signs (CLIN 0002) and site-specific National Cemetery Interpretive Signs (CLIN 0003 and 0004) shall be delivered to the cemeteries within 14 months.
- For optional CLINS only (0005-0010), comprehensive Work Plan to the Contracting Officer's Representative (COR) within 30 days of exercising option that includes a schedule that outlines delivery of draft content (text and graphics, only), draft design/layout concepts and schedule for delivery for 71 site-specific interpretive panels.

NCA shall provide:

- List of cemeteries with delivery addresses and quantity of signs slated for that location.
- Draft content (text and graphics) for one (1) "Origins" interpretive sign that will be used for approximately 79 national cemeteries that shall be considered and utilized for these deliverables.
- Draft content (text and graphics) for signage for eighteen (18) Confederate cemeteries that shall be considered, and utilized for these deliverables.
- Copies of recent signs installed by NCA (Cave Hill, Florence and Salisbury national cemeteries) that illustrate designs utilized thus far, as reference.
- High-resolution electronic file of the VA logo
- Access to all NCA records, graphics, historical studies and related material of potential use for developing sign content, as necessary. This material is located in the Washington, DC office, but some items may be electronic. Information about records at other locations will be provided, as necessary.

- For optional CLINs only, list of National Cemetery Administration national cemeteries to receive additional interpretive signage and recommendations for the theme/content to be developed.