

Invitation For Bid Scope of Work
Fort Sill National Cemetery

Elgin, OK

Gravesite Expansion AND FCA Deficiencies

Project Number 920CM3006

Project Scope For Construction

Date: June 2026



Department of Veterans Affairs
National Cemetery Administration
Design and Construction Service

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1. GENERAL

- 1.1. This Scope of work (SOW) identifies the goal and objectives of this construction project.
- 1.2. The construction contractor shall provide all labor, materials, tools and equipment, and services necessary to construct this project per the construction documents and specifications.
- 1.3. The construction contractor shall be responsible for the quality and completeness of the construction project. Complete and accurate coordination between the trades and quality control of all sub-contractor's work shall be required.

2. PROJECT GOAL

- 2.1. Construction goal for Fort Sill National Cemetery is Burial Expansion and Correct FCA Deficiencies per the construction documents and specifications attached herewith.

3. STATEMENT OF BID ITEM

- 3.1. CLIN 0001, GENERAL CONSTRUCTION: Installation of all work shown on the plans and described in the specifications excluding work associated with CLIN 0002 & Bid Option 1.
 - Bid Option 1 includes all work associated with the construction of Columbarium C and as described within the plans as BID OPTION 1
- 3.2. CLIN 0002, ASSESSMENT: Contractor shall perform an asphalt assessment by of all longitudinal and transverse cracks within the existing asphalt roadways throughout the entirety of the cemetery including all roadways, drives and parking areas. The contractor shall provide the NCA with an assessment report describing the current roadway conditions and provide recommended repairs methods to address the deficiencies. The assessment shall be performed by a competent person with five or more years of experience with asphalt repairs. The assessor shall be approved in writing by the NCA.

4. BACKGROUND

- 4.1. Fort Sill National Cemetery in Elgin, OK, was dedicated on November 2, 2001. The Fort Sill National Cemetery was the second national cemetery to be constructed in Oklahoma and became the 120th national cemetery to be administered by the National Cemetery Administration. Fort Sill National Cemetery lies in southwestern Oklahoma, approximately 75 miles from Oklahoma City and five miles north of Lawton. Land for the national cemetery was transferred from the Department of the Army's Ft. Sill Military Reservation in 1998.

5. OPERATIONAL CONSIDERATIONS

- 5.1. Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and regional (Continental District) policies, priorities, goals, and objectives. 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. Fort Sill National Cemetery is operated and maintained by Cemetery staff and operating hours are Monday through Friday, 8:00 am – 4:30 pm. Closed federal holidays except Memorial Day and Veterans Day.
- 5.2. **All work must take place during normal operating hours.** Any request to work over

these hours must be requested in writing and approved by Cemetery Director in conjunction with COR a minimum of 72 hrs. in advance. Also, the Cemetery hosts numerous ceremonies and events. **Work that interferes with these ceremonies will cease during ceremonies.** Notice will be provided by the Cemetery staff 5 days in advance of scheduled ceremonies whenever possible. Occasionally events are scheduled with less than 5 days' notice in which case the Cemetery will provide as much notice as is possible.

- 5.3. Parking is limited. Construction staff vehicle parking areas are to be coordinated with the COR and cemetery director. Offsite parking will be required, VA NCA will not reimburse for such parking.
- 5.4. No smoking inside cemetery grounds.
- 5.5. Proper attire and professional conduct are required at all times.
- 5.6. All work must cease during the time an interment is taking place near the construction site. Special care must be taken to accommodate visitors and to ensure work does not interfere with their visit and ensure that there are no safety hazards present.

6. ENVIRONMENTAL COMPLIANCE

- 6.1. 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).

7. HISTORIC COMPLIANCE

- 7.1. This project is located at the Fort Sill National Cemetery, which is listed in the National Register of Historic Places (NRHP). The proposed scope of work for this project is subject to compliance with Section 106 of the National Historic Preservation Act (P.L. 89-665, as amended). Accurate documentation of the work is required for this project to indicate the protection of cultural landscapes and be compatible with contributing elements within the Cemetery. Work on historic resources must meet the Secretary of the Interiors Standards for the Treatment of Historic Resources.

8. PROJECT SCOPE - VA NCA requires the offeror to submit a detailed price breakdown/cost schedule in the proposal which includes cost detail for each scope of work item, cost schedule line items shall match project performance schedule line items.

9. Government Provided Construction Document Package

- 9.1. The following construction documents are attached for your use.
 - Drawings
 - Specification.

10. Construction Criteria- See government provided construction document package, section 9 above.

11. Construction Performance Schedule:

11.1. **18 Months calendar days from notice to proceed.**

Signed by Homayoun Kazemipour, COR

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by HOMAYOUN
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