

## **PERFORMANCE WORK STATEMENT**

### **Reconstruction and Rehabilitation of Historic Cemetery Wall at the Shiloh National Cemetery**

**Shiloh National Military Park (SHIL)  
Shiloh, Tennessee**



**Prepared by: Ben Marnell**

**Date: 01 September 2016**

## **1.0 Section 1: Introduction**

### **1.1 Overview:**

This document is a Performance Work Statement (PWS) for the National Park Service (NPS). The purpose of the PWS is to describe services associated with reconstruction and rehabilitation of the Historic Cemetery Wall at Shiloh National Cemetery.

The contractor shall exercise management and operational control over and retain full responsibility for performance requirements as set forth in this PWS. The Government shall not exercise any supervision or control over sub-contractor(s) performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

Offerors are encouraged to propose process improvements and industry best practices in their proposals.

### **1.2 Site History:**

In 1866, the War Department established a cemetery on the battlefield of Shiloh, in southwestern Tennessee. In order to bury the dead not only from the April 6-7, 1862, battle of Shiloh but also from all the operations along the Tennessee River, workers began building the "Pittsburg Landing National Cemetery." Changed to "Shiloh National Cemetery" in 1889, the cemetery holds 3,584 Civil War dead, 2,359 of them unknown. In the fall of 1866, workers disinterred the dead from 156 locations on the battlefield, and 565 different locations along the Tennessee River. Headboards of wood first marked each grave, but were replaced in 1876 and 1877 by granite stones. Tall stones marked the known dead and square, short stones denoted unknown soldiers.

Workers built a stone wall around the cemetery in 1867, and fashioned ornamental iron gates at the entrance in 1911. A superintendent cared for the cemetery until it was officially consolidated with Shiloh National Military Park in 1943. The results of so much labor produced what one observer called "the handsomest cemetery in the South."

Although established as a Civil War burial ground, the Shiloh National Cemetery now holds deceased soldiers from later American wars. Many World War I and II, Korea, and Vietnam burials are in the newest section of the cemetery. There is also one Persian Gulf War memorial. Total interred in the cemetery now stands as 3,892. Although the cemetery was officially closed in 1984, it still averages two or three burials a year, mostly widows of soldiers already interred.

### **1.3 Project Background:**

The original Stone Wall surrounding the cemetery was built in 1867. Around 1941, the western section of the wall was moved and rebuilt to match the newly built visitor restroom facility. The new western section is red clay brick with Portland cement mortar built on a concrete foundation. Over the past several years numerous cracks have developed on the brick wall and have caused a shift in the wall of nearly two inches. This shift has rendered the pedestrian gate inoperable. Several sections of the stone wall also require some repointing and cleaning of the mortar.

### **1.4 Description of stakeholders and customers:**

This project will be managed by a Project Manager (PM) from the NPS Southeast Regional Office in Atlanta, Georgia. The park superintendent and staff are the project's primary stakeholders for

this work. The park and cemetery will remain open to visitors while the work of this contract is executed, and the contractor shall state in his proposal how he intends to provide visitor access during construction. Visitors are the park's primary customers. Occasional contact with visitors by the contractor is likely. As all resources and operations of the NPS are ultimately paid for by the U.S taxpayer, any visitors that the contractor comes into contact with while accomplishing this work should be considered a customer and be accorded all reasonable courtesy.

## 2.1 Section 2: Scope of Work

### 2.1 Objectives of the Project:

The primary objectives of the project are:

- Dismantle and rebuild approximately 175 linear feet of red brick wall
- Clean and repoint approximately 30 linear feet of red brick wall
- Repoint approximately 175 linear feet of stone wall at various locations around the cemetery
- Contractor is solely responsible for verifying all dimensions and quantities. Quantities listed in this PWS are estimates only.
- Contractor will be responsible for securing any required permits from the state, county or local offices
- Protect landscaping and adjacent areas from damage while the work is being executed. Monitor excavation activities for unknown archeological resources.
- Site is to be left clean and orderly at the end of each day.
- All work will be performed in a safe, professional manner according to accepted industry standards.
- Prepare and submit all required quality assurance reporting documentation in a timely manner.
- Accomplish all demolition and construction activities within the established construction time limits
- Demobilize from the site. Remove all construction associated debris and equipment from the worksite. Rehabilitate all areas affected by the work to match existing conditions. Regrade, fill holes, and reseed all lawn areas damaged by the work. Seed mix will be provided by the park facility manager.
- Close Project. Complete all administrative requirements necessary to close project within 2 weeks of final acceptance of site work.

The location of the work is shown in PWS Attachment C.

Specifically, the contractor is expected to accomplish the following objectives:

- Pre-proposal site visit is encouraged
- Base Bid:
  - De-construct approximately 185 linear feet of red-clay brick wall, leaving concrete foundation intact.
  - Rebuild this section of wall, to include the columns adjacent to iron gates
    - Rebuilt wall sections and columns should be built to mimic the look of the original wall and columns to the greatest extent possible
    - A cavity wall construction method or approved equal is desired
    - Install proper drainage system in wall, weep holes, or through wall flashing, or an approved equivalent.

- Prior to beginning this phase of the work, the contractor shall construct for approval a sample wall, showing complete style and characteristics of proposed work. Once approved, this sample will remain until all work is completed, and will serve as the basis for acceptability of all similar work.
  - Clean and repoint approximately 15 linear feet of brick wall on each side of adjacent comfort station.
  - Install weep holes on the bottom of the existing walls that remain to allow for water drainage
- Bid Option 1:
  - Repoint mortar and stones in various areas totaling approximately 175 linear feet of the stone wall around the cemetery
- Bid Option 2:
  - Pressure Wash Cleaning of the entire stone wall. Wall is approximately 2,410 long.

## 2.2 Contractor Responsibilities:

### 2.2.1 *Personnel and Equipment:*

The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and services necessary to perform the work as defined in this PWS except for those items specified as government furnished property and services.

### 2.2.2 *Documentation:*

The contractor shall be responsible for the documentation of all efforts to include architectural drawings, shop drawings, product submittals, licensing agreements, quality control documents, material testing results, permitting, and any other documentation associated with Section 4: Performance Objectives and Measures.

## 2.3 Work Location:

The work will be performed at the Shiloh National Cemetery. The location of the work is 1055 Pittsburg Landing Road, Shiloh, TN 38376.

## 2.4 Scope of Work:

The Contractor will design and execute the work in coordination with the NPS as described in Section 2.1 and other sections of this Performance Work Statement.

### 2.4.1 *Materials Quality:*

The NPS requires that commercial grade products with a service life of no less than 20 years be used for products that are not mentioned specifically by name.

### 2.4.2 *Codes and Standards:*

The NPS requires that all work to be performed to all applicable codes and standards. These codes include but are not limited to:

International Building Code

Secretary of the Interior's Standards for Historic Preservation

### 2.4.3 *Aesthetic Quality:*

The NPS requires that all work, including those elements that are typically hidden from normal view or inspection, be installed in a neat and workmanlike manner.

2.4.4 *Conformance with Technical Proposal:*

The Government will use a tradeoff process to select a contractor for this work. Award will be made to the responsible offeror whose offer conforms to the solicitation requirements and provides the best value to the Government considering the stated technical and price evaluation factors. The contractor will not deviate from his proposed technical approach.

2.5 Period of Performance:

The period of performance shall be 90 days from issuance of a notice to proceed by the NPS Contracting Officer.

2.6 Required Plans and Submittals:

2.6.1 *Quality Control Plan (QCP):*

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract.

The QCP is to be delivered to the COR in accordance with the submittal register provided in Attachment C. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system. A revised copy of the QCP shall be submitted to the COR within 5 working days when changes are made thereafter.

2.6.2 *Quality Assurance Surveillance Plan (QASP):*

The government shall evaluate the contractor's performance under this contract in accordance with the QASP (PWS Attachment A). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

2.6.3 *Design, Product, and Other Project Management Submittals:*

Design, product, and other submittals required by the COR to effectively manage the project are indicated in the submittal list provided in PWS Attachment B. A submittal register will be provided under separate cover after the contract is awarded. The Contractor will provide the required submittals to the NPS in accordance with the procedures described in PWS Attachment B.

2.7 Recognized Holidays:

The contractor is not authorized to work at the site on Federal Holidays unless specifically authorized in writing by the NPS Contracting Officer. Requests to work over a holiday must be received no less than 5 working days prior to the holiday.

2.8 Hours of Operation:

The contractor is responsible for conducting business at the site between the hours of 8 am to 5 pm Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Work outside of these hours will not routinely be approved, and must be requested with the Park and COR no less than 72 hours prior.

For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

2.9 Post Award Conference/Periodic Progress Meetings:

The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

2.10 Construction Staging Area

A map indicating the construction staging area will be designated by the SHIL Facility Manager, see Attachment C. Installation of portable fencing is permitted. Connex boxes are permitted. The construction staging area will be maintained in a neat and orderly condition at all times. A concrete/mortar wash area will be designated by the SHIL Facility Manager.

2.11 Construction Schedule

As per Submittal Register

2.12 Contracting Officer Representative (COR):

The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.13 *Key Personnel:* The following personnel are considered key personnel by the government:

*Contracting Officer:* TBD

*Contracting Officer's Representative*

Benjamin A. Marnell, PE  
CDR, US Public Health Service  
Project Manager  
National Park Service, Southeast Regional Office  
100 Alabama St SW, 1924 Bldg, 6th Floor  
Atlanta, GA 30303  
O: 404-507-5718

C: 407-361-2782  
Email: [Benjamin\\_marnell@nps.gov](mailto:Benjamin_marnell@nps.gov)

*SHIL Facility Manager*  
Randy Martin  
Shiloh National Military Park  
1055 Pittsburg Landing Road  
Shiloh, TN 38376  
O: 731-689-5275  
C: 731-926-1861  
Email: [Randy\\_martin@nps.gov](mailto:Randy_martin@nps.gov)

**2.13.1 *Site Superintendent:***

The contractor shall provide a site superintendent who shall be responsible for the performance of the work. The site superintendent shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The site superintendent or alternate shall be present on site at all times when the contractor's employees are working.

**2.13.2 *Alternate Site Superintendent:***

The alternate site superintendent shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract when the Site Superintendent is not on site. The site superintendent or alternate shall be present on site at all times when the contractor's employees are working.

**2.13.3 *Lead Mason:***

The lead mason proposed by the contractor in the source selection process is considered Key Personnel, and shall not be changed during the life of the contract.

**3.0 Section 3: Government Furnished Items and Services**

**3.1 Services**

An NPS resource specialist will provide information to the Contractor's personnel about how to identify potential buried artifacts that may appear during excavation and monitor on-site excavation activity at no cost to the Contractor.

The Government shall supply no other service to the contractor.

**3.2 Facilities**

The Government will provide no facilities to the Contractor. A staging area will be designated for the contractors use. See Section 2.10 and Attachment C

**3.3 Utilities**

The Government will provide access to water and electricity. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish appropriate work tasks. Toilet facilities will not be provided to the Contractor.

**3.4 Equipment**

The Government will provide no equipment to the Contractor.

3.5 Materials

The Government will provide no materials to the Contractor.

**4.0 Section 4: Performance Objectives and Measures**

4.1 Confirm the Functional Requirements of the Work.

4.1.1 *Task Description:*

The contractor will be familiar with the requirements stated in this scope of work and meet with the park superintendent and staff to gain a clear understanding of the design and functional requirements of work desired.

4.1.2 *Acceptable Quality Level:*

The CO/COR will organize and conduct a pre-construction meeting with the contractor, park superintendent and staff within three weeks of Contract Award. The objective of the meeting is to discuss and coordinate the Contractor's proposed approach to accomplishing the work, establish clear lines of communication and authority, and confirm specific details of the timeline for completion. The contractor will prepare and submit a narrative summary or meeting minutes as a submittal. The summary is intended to be an internal document and is typically 2 to 5 written pages in length. The summary document need not contain sophisticated graphics or images.

4.2 Confirm Existing Conditions, and Provide Design/Product Submittals/Samples

4.2.1 *Task Description:*

The contractor will confirm existing site conditions and measurements. Shop drawings, material samples and product submittals related to the proposed work will be prepared and submitted the NPS. NPS approval will be obtained prior to ordering materials. Work will be executed as described in the approved drawings and submittals.

4.2.2 *Acceptable Quality Level:*

Any shop drawings of the proposed work will be prepared using an electronic drawing program such as AutoCad or similar. Drawings will be scaled and contain detail sufficient to communicate the intent of the designer and permit a thorough and detailed on-site inspection of the work by NPS inspectors. Hand drawn sketches of the proposed work are not acceptable shop drawings and will be rejected without review. Product submittals may be cut sheets but must clearly indicate the specific item to be used. Product submittals that do not indicate the specific item to be approved will be rejected without review.

4.3 Protect Existing Resources from Damage:

4.3.1 *Task Description:*

Protective material, barriers, and marking tape will be installed as necessary to ensure that the foundation, walkways, and landscape are reasonably protected from impact damage during the work.

4.3.2 *Acceptable Quality Level:*

100% compliance

4.4 Demolition and Disposal of Debris



- 4.4.1 *Task Description:*  
Demolish existing wall, leaving foundation intact, as per this PWS. All construction debris will be removed from the site regularly and disposed of off-site. The work site will be cleaned of construction debris daily. All construction debris will be contained within the immediate work area at all times. Full waste containers will be removed within 1 day of reaching capacity. All construction debris stored at the park overnight and on weekends will be contained and protected from dispersal by wind. All construction debris will be disposed of off-site at an approved waste disposal facility. The NPS encourages the contractor to seek out alternative uses for debris rather than landfill.
- 4.4.2 *Acceptable Quality Level:*  
100% compliance
- 4.5 Construct new brick wall
- 4.5.1 *Task Description:*  
Construction of new wall on existing foundation. Foundation will be cleaned and repointed as necessary to provide an adequate base for the new brick work.
- 4.5.2 *Acceptable Quality Level:*  
100% of work is installed according to plans, drawings and product samples.
- 4.6 Repoint existing sections of brick wall
- 4.6.1 *Task Description:*  
Clean and repoint existing sections of the brick walls adjacent to the comfort station. Install weep holes in the bottom of the wall to allow for drainage.
- 4.6.2 *Acceptable Quality Level:*  
100% compliance
- 4.7 Repointing of Stone Wall
- 4.7.1 *Task Description:*  
At various locations along the stone wall, totaling approximately 175 linear feet, repoint mortar and reset stones as necessary. Work with the SHIL Facility Manager to determine and prioritize areas to be repointed, as funds will allow.
- 4.7.2 *Acceptable Quality Level:*
- 4.8 Quality Assurance Reporting
- 4.8.1 *Task Description:*  
Daily reports will be consolidated and submitted to the COR weekly. Project management submittals will be submitted and approved as indicated on the Transmittal Register. Product submittals will be approved in advance of procurement and installation.
- 4.8.2 *Acceptable Quality Level:*

90% of daily reports will be received complete and on time. 100% of pre-construction project management submittals will be received and approved prior to procurement and installation.

4.9 Demobilize Project

4.9.1 *Task Description:*

Remove all construction associated debris and equipment from the worksite. Repair any damage to adjacent structures, and reseed damaged lawn areas affected by departure.

4.9.2 *Acceptable Quality Level:*

100% compliance

4.10 Project Closure

4.10.1 *Task Description:*

Complete all administrative requirements needed to close the project within 2 weeks of final acceptance of site work.

4.10.2 *Acceptable Quality Level:*

100% compliance

## **PWS Attachment A**

### **Quality Assurance Surveillance Plan (QASP)**

#### **1.0 Section 1: Introduction**

This quality assurance surveillance plan (QASP) is pursuant to the requirements listed in the Performance Work Statement (PWS) entitled “Reconstruction and Rehabilitation of the Historic Cemetery Wall at Shiloh National Cemetery.” This plan sets forth the procedures and guidelines the National Park Service (NPS) will use in ensuring the required performance standards or services levels are achieved by the contractor.

##### **1.1 Purpose:**

1.1.1 The purpose of the QASP is to describe the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards/quality levels identified in the PWS and the contractor’s quality control plan (QCP), and to ensure that the government pays only for the level of services received.

1.1.2 This QASP defines the roles and responsibilities of all members of the integrated project team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor’s performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results.

##### **1.2 Performance Management Approach:**

1.2.1 The PWS structures the acquisition around “what” service or quality level is required, as opposed to “how” the contractor should perform the work (i.e., results, not compliance). This QASP will define the performance management approach taken NPS to monitor and manage the contractor’s performance to ensure the expected outcomes or performance objectives communicated in the PWS are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessment. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes for the project are being achieved by the contractor.

1.2.2 Performance management represents a significant shift from the more traditional quality assurance (QA) concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent. This approach migrates away from scrutiny of compliance with the processes and practices used to achieve the outcome. A performance-based approach enables the contractor to play a large role in how the work is performed, as long as the proposed processes are within the stated constraints. The only exceptions to process reviews are those required by law (federal, state, and local) and compelling business situations, such as safety and health. A “results” focus provides the contractor flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved and/or the desired performance levels are being met.

##### **1.3 Performance Management Strategy:**

1.3.1 The contractor is responsible for the quality of all work performed. The contractor measures that quality through the contractor’s own quality control (QC) program. QC is work output, not workers, and therefore includes all work performed under this contract regardless of whether

the work is performed by contractor employees or by subcontractors. The contractor's QCP will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the PWS. The contractor will develop and implement a performance management system with processes to assess and report its performance to the designated government representative. The contractor's QCP will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the PWS. This QASP enables the government to take advantage of the contractor's QC program.

- 1.3.2 The government representative(s) will monitor performance and review performance reports furnished by the contractor to determine how the contractor is performing against communicated performance objectives. The government will make determination regarding quality of work and progress to completion. The contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

## **2.0 Section 2: Roles and Responsibilities**

### **2.1 The Contracting Officer:**

The contracting officer (CO) is responsible for monitoring contract compliance, contract administration, and cost control and for resolving any differences between the observations documented by the Contracting Officer's Technical Representative (COR) and the contractor. The CO will designate one full-time COR as the government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the contractor's performance, and must be identified and designated by the CO.

### **2.2 The Contracting Officer's Technical Representative**

The contracting officer's technical representative is designated in writing by the CO to act as his or her authorized representative to assist in administering a contract. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the government's behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the CO for action. The COR will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the contractor's work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract.

## **3.0 Section 3: Identification of Required Performance Standards/Quality Levels**

The required performance standards and/or quality levels are included in the PWS and in the QASP Attachment A-1, "Performance Requirements Summary." If the contractor meets the required service or performance level, it will be paid the amount agreed on in the contract documents.

## **4.0 Section 4: Methodologies to Monitor Performance**

### **4.1 Surveillance Techniques:**

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the government to evaluate contractor performance when appropriate. The primary methods of surveillance are:

- Periodic Surveillance – The COR may review the work in progress and generate documentation to date at any time. The COR will record summary results of intermittent on-site inspections on a Quality Assurance Monitoring Form (QAMF). An example QUAMF is shown in QASP Attachment A-1. The QUAMF shown in the example may be modified to better suit project specific conditions at the COR’s discretion.

#### 4.2 Customer Feedback:

The contractor is expected to establish and maintain professional communication between its employees and park service staff. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints.

Performance management drives the contractor to be customer focused through initially and internally addressing customer complaints and investigating the issues and/or problems but the customer always has the option to communicate complaints to the COR, as opposed to the contractor.

Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed, and must be forwarded to the COR. The COR will accept those customer complaints and investigate using the QAMF .

Customer feedback may also be obtained either from the results of formal customer satisfaction surveys or from random customer complaints.

#### 4.3 Acceptable Quality Levels:

The acceptable quality levels (AQLs) for contractor performance are indicated in Section 6: Performance Requirements Summary.

### 5.0 **Section 5: Quality Assurance Documentation**

#### 5.1 The Performance Management Feedback Loop:

The performance management feedback loop begins with the communication of expected outcomes. Performance standards are expressed in the PWS and will be assessed using the performance monitoring techniques shown in the QASP.

#### 5.2 Monitoring Forms:

The government’s QA surveillance, accomplished by the COR, will be reported using the QAMF shown in QASP Attachment A-1. The monitoring forms, in conjunction with the COR Daily Activity Reports, will document the government’s assessment of the contractor’s performance under the contract to ensure that the required results are being achieved. The COR will provide the contractor a copy of each completed QUAMF and retain a copy in the project record.

#### 5.3 Contractor’s Daily Activity Reports:

The contractor will document work progress each day on an NPS Daily Activity Report Form. Completed NPS Daily Report Form(s) will be submitted to the Contracting Officer Representative. Completed forms may be submitted in batches on a weekly schedule. An example NPS Daily Report Form is provided in QASP Attachment A-2.

## **6.0 Section 6: Analysis of Quality Assurance Assessment**

### **6.1 Determining Performance:**

Government shall use the monitoring methods cited to determine whether the performance standards/service levels/AQLs have been met. If the contractor has not met the minimum requirements, it may be asked to develop a corrective action plan to show how and by what date it intends to bring performance up to the required levels.

### **6.2 Reporting:**

At the end of each month, the COR will prepare a written report that summarizes the overall results of the quality assurance surveillance of the contractor's performance. This written report, which includes the contractor's submitted daily reports and the completed quality assurance monitoring forms will become part of the QA documentation. It will enable the government to demonstrate whether the contractor is meeting the stated objectives and/or performance standards, including cost/technical/scheduling objectives.

### **6.3 Reviews and Resolution:**

The CO may require the contractor's project manager, or a designated alternate, to meet with the COR and other government personnel as deemed necessary to discuss performance evaluation. The COR will define a frequency of in-depth reviews with the contractor, including appropriate self-assessments by the contractor; however, if the need arises, the contractor will meet with the COR as often as required or per the contractor's request. The agenda of the reviews may include:

- Monthly performance assessment data and trend analysis
- Issues and concerns of both parties
- Projected outlook for upcoming months and progress against expected trends, including a corrective action plan analysis
- Recommendations for improved efficiency and/or effectiveness

The COR and contractor should jointly formulate tactical and long-term courses of action. Decisions regarding changes to metrics, thresholds, or service levels should be clearly documented. Changes to service levels, procedures, and metrics will be incorporated as a contract modification at the convenience of the CO.

## Section 7: Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

PWS Reference Paragraph	Performance Objective	Standard	Performance Threshold	Method of Surveillance
4.1	Confirm the Functional Requirements of the Work.	As described in PWS Part 4.1.1	As described in PWS Part 4.1.2 100% compliance	Periodic Surveillance 100% Inspection
4.2	Confirm Existing Conditions, and Provide Design/Product Submittals/Samples	As described in PWS Part 4.2.1	As described in PWS Part 4.2.2 100% compliance	Periodic Surveillance 100% Inspection
4.3	Protect Existing Resources from Damage.	As described in PWS Part 4.3.1	100% compliance	Periodic Surveillance 100% Inspection Validated Customer Complaint
4.4	Demolition and Disposal of Debris	As described in PWS Part 4.4.1	100% compliance	Periodic Surveillance 100% Inspection
4.5	Construct new brick wall	As described in PWS Part 4.5.1	As described in PWS Part 4.5.2 100% compliance	Periodic Surveillance 100% Inspection
4.6	Repoint existing sections of brick wall	As described in PWS Part 4.6.1	As described in PWS Part 4.6.2 100 % Compliance	Periodic Surveillance 100% Inspection
4.7	Repointing of Stone Wall	As described in PWS Part 4.7.1	As described in PWS Part 4.7.2 100 % Compliance	Periodic Surveillance 100% Inspection
4.8	Quality Assurance Reporting	As described in PWS Part 4.8.1	As described in PWS Part 4.8.2	Periodic Surveillance 100% Inspection
4.9	Demobilize Project	As described in PWS Part 4.9.1	100% compliance	100% Inspection.
4.10	Project Closure	As described in PWS Part 4.10.1	100% compliance	100% Inspection

**SERVICE or STANDARD:** \_\_\_\_\_

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**Narrative of Performance During Survey Period:** \_\_\_\_\_

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## NPS Daily Progress Report Form

Note: An electronic version of this form will be provided under separate cover

## **PWS Attachment B**

### **Submittal Procedures and List of Required Submittals**

#### **SUBMITTAL PROCEDURES**

##### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

##### **1.2 DEFINITIONS**

- A. Action Submittals: Written and graphic information that requires Government's responsive action.
- B. Informational Submittals: Written information that does not require Government's responsive action. Submittals may be rejected for not complying with the requirements.

##### **1.3 GENERAL SUBMITTAL PROCEDURES**

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Review them for legibility, accuracy, completeness, and compliance with Contract Documents.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Contracting Officer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Submittal List: A submittal list has been attached to the end of this Specification Section. The intent is to provide an overall summary of submittal requirements and not a comprehensive list. The requirements of the individual Specification Sections, terms and conditions of the Contract still apply regardless of what is shown on the submittal list.
- C. Processing Time: Allow enough time for submittal review, including time for re-submittals, as follows. Time for review shall commence on Contracting Officer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including re-submittals.
  - 1. Action Submittals

- a. Initial Review: Allow 10 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
  - b. Re-submittal Review: Allow 10 days for review of each re-submittal.
- 2. Informational Submittals
  - a. Review: Allow 10 days for review of each submittal.
- D. Approved Equals:
  - 1. For each item proposed as an “approved equal,” submit supporting data, including:
    - a. Drawings and samples as appropriate.
    - b. Comparison of the characteristics of the proposed item with that specified.
    - c. Changes required in other elements of the work because of the substitution.
    - d. Name, address, and telephone number of vendor.
    - e. Manufacturer’s literature regarding installation, operation, and maintenance, including schematics for electrical and hydraulic systems, lubrication requirements, and parts lists. Describe availability of maintenance service, and state source of replacement materials.
  - 2. A request for approval constitutes a representation that Contractor:
    - a. Has investigated the proposed item and determined that it is equal or superior in all respects to that specified.
    - b. Will provide the same warranties for the proposed item as for the item specified.
    - c. Has determined that the proposed item is compatible with interfacing items.
    - d. Will coordinate the installation of an approved item and make all changes required in other elements of the work because of the substitution.
    - e. Waives all claims for additional expenses that may be incurred as a result of the substitution.
- E. Additional Copies: Unless additional copies are required for final submittal, and unless Contracting Officer observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
  - 1. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- F. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Contracting Officer will discard submittals received from sources other than Contractor.
  - 1. CM-16 Transmittal Form: All material submittals shall be transmitted using National Park Service form CM-16. (This form can be downloaded from the Workflows website at [http://www.nps.gov/dscw/con\\_subreview21.htm](http://www.nps.gov/dscw/con_subreview21.htm).) No action will be taken on a material submittal item unless accompanied by the transmittal form.
  - 2. Documents required in division 1 are to be delivered under separate cover letter. Do not use the CM-16 Transmittal form for these documents.
- G. Identification:

1. Include the following information on each transmittal sheet:
    - a. Project name, Park, PMIS number, Contract number.
    - b. Date.
    - c. Submittal number or other unique identifier, including revision identifier.
      - i. Submittal number shall be a sequential number (e.g., 001). Re-submittals shall include an alphabetic suffix after another decimal point (e.g., 001.A).
  - H. Re-submittals: Make re-submittals in same form and number of copies as initial submittal.
    1. Note date and content of previous submittal.
    2. Note date and content of revision in label or title block and clearly indicate extent of revision.
    3. Re-submit submittals until they are marked "Approved" or "Approved with notations".
  - I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
  - J. Use for Construction: Use only final submittals with mark indicating "Approved" or "Approved with notations".
- 1.4 CONTRACTOR'S USE OF CAD FILES
- A. General: NPS has no CAD files associated with the project.

## PART 2 - PRODUCTS

### 2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
1. Contracting Officer reserves the right to require submittals in addition to those called for in individual sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions: When Contract Documents require compliance with manufacturer's printed instructions, provide one complete set

- of instructions to Contracting Officer and keep another complete set of instructions at the project site until substantial completion.
    - d. Manufacturer's catalog cuts: Submit only pertinent pages; mark each copy of standard printed data to identify specific products proposed for use.
    - e. Wiring diagrams showing factory-installed wiring.
    - f. Printed performance curves.
    - g. Operational range diagrams.
    - h. Compliance with specified referenced standards.
    - i. Testing by recognized testing agency.
  - 4. Number of Copies: Submit four copies of Product Data, unless otherwise indicated. Contracting officer will return one copy. Retain copy as a Project Record Document.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
- 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
    - f. Shop work manufacturing instructions.
    - g. Templates and patterns.
    - h. Schedules.
    - i. Notation of coordination requirements.
    - j. Notation of dimensions established by field measurement.
    - k. Relationship to adjoining construction clearly indicated.
    - l. Seal and signature of professional engineer if specified.
    - m. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  - 2. Sheet Size: Submit shop drawings electronically in .pdf format. When requested specifically, submit paper copies of shop drawings on sheets at least 8.5 by 11 inches but no larger than 30 by 40 inches.
  - 3. Number of Copies: Submit four copies of each submittal. Contracting Officer will return one copy.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  - 2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample.
    - b. Product name and name of manufacturer.

- c. Sample source.
  - d. Submittal Number and title of appropriate Specification Section.
- 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
  - a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Contracting Officer will return submittal with options selected.
- 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
  - a. Number of Samples: Submit four sets of Samples. Contracting Officer will retain three Sample sets; remainder will be returned. Retain Sample set as a Project Record Sample.
- E. Construction Materials: The Contractor is encouraged to submit for approval products made out of recycled or environmentally responsible material. Every effort will be made by the National Park Service to approve these materials.

## 2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals as required in this PWS or as requested by the CO.
  - 1. Number of Copies: Submit Informational Submittals electronically whenever possible. When submitting on paper, provide three copies of each submittal, unless otherwise indicated. Contracting Officer will not return copies.
  - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
  - 3. Informational submittals that do not comply with the requirements specified in the Contract Documents will be rejected and one copy will be returned.

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions.

### 3.2 CONTRACTING OFFICER'S ACTION

- A. General: Submittals will be returned disapproved without technical review if identification information is missing, not filled in, or if placed on the back of the submittal; an incorrect number or format of submittals is provided; the transmittal form is incorrectly filled out; submittals are not coordinated; or submittals do not show evidence of Contractor's approval.
  - 1. Any work done or orders for materials or services placed before approval shall be at the Contractor's own risk.
- B. Action Submittals: Contracting Officer will review each submittal, make marks to indicate corrections or modifications required, and return one copy. Contracting Officer will annotate the CM-16 Transmittal Form indicating the action taken, as follows:
  - 1. The returned submittal will be marked in one of three ways as defined below:
    - a. APPROVED: Acceptable with no corrections.
    - b. APPROVED WITH NOTATIONS: Minor corrections or clarifications required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.
    - c. DISAPPROVED - RESUBMIT: Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Contracting Officer will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.
- C. Informational Submittals: Contracting Officer will review each submittal and will not return it, or will reject and return one copy if it does not comply with the requirements. Contracting Officer will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

END OF SECTION

## **LIST OF REQUIRED SUBMITTALS**

### **1.0 Submittals Due Prior to Issuance of Notice to Proceed**

- 1.1 Contracting General Conditions - includes bond, insurance, list of subcontractors, and all other legal documents and certifications required by the CO to execute the contract. Submittals should be sent directly to CO for approval. No transmittal slip required.

### **2.0 Submittals Due After Issuance of Notice to Proceed and Prior to Start of Work On Site**

- 2.1 Designation letter and description of qualifications of Superintendent.
- 2.2 Designation letter and description of qualifications of Assistant Superintendent.
- 2.3 Schedule of Values
- 2.4 Quality Control Plan
- 2.5 Accident Prevention / Safety Plan
- 2.6 Construction Schedule
- 2.7 Coordination Meeting Summary Report
- 2.8 Shop Drawings – Cavity Wall, and Drainage Installation Method
- 2.9 Product Data – Mortar for Brick Wall
- 2.10 Product Data – Brick Samples for Park Selection
- 2.11 Product Data – Mortar for Stone Wall Repointing (If different)
- 2.12 Construct Sample Wall

### **3.0 Submittals Due During Project Execution and Prior to Final Inspection Request**

- 3.1 Construction Schedule Updates, Construction Schedule Revisions & Time Impact Analysis.
- 3.2 Contractor Quality Control Daily Reports

### **4.0 Submittals Due at Close Out Meeting**

- 4.1 As-built drawings
- 4.2 Product and Workmanship Warranties

An electronic transmittal register will be provided by the COR under separate cover after contract award.



**PWS Attachment C  
Existing Site Layout and Photos**



**Shiloh National Cemetery, Google Earth Image**



Image 1: Crack in wall north of iron gates.





Image 2: Picture showing damaged brick. Indicative of numerous areas along the wall.



Image 3: Picture indicating areas of stone wall requiring repointing.