

Invitation For Bid Scope of Work
Biloxi National Cemetery, MS
Gravesite Expansion AND FCA Deficiencies
Project Number 832CM3036
Project Scope For Construction
Date: February 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 Biloxi National Cemetery is Burial Expansion per the construction documents and specifications attached herewith.

3. STATEMENT OF BID ITEM

- 3.1. CLIN 01, BASE BID – BURIAL EXPANSION AND SITEWORK: Installation of all work as shown on the plans and described in the specifications.

4. BACKGROUND

- 4.1. Biloxi National Cemetery is a U.S. National Cemetery that is located in Biloxi, Mississippi on the grounds of the Department of Veterans Affairs Medical Center (VAMC), near Keesler Air Force Base.[1] It occupies approximately 54 acres.

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. Biloxi 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 Biloxi 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 -----

