

**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS**



**PROJECT DESCRIPTION AND
REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES**

**Northern Wisconsin Veterans Memorial Cemetery
Phase III**

**Spooner, Wisconsin
Project #12K1C**

January 2013

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I. Request Statement

The Wisconsin Department of Veterans Affairs is requesting the selection of an Architect/Engineer to provide master planning and full design services including construction administration for the Phase III expansion and modifications of the Northern Wisconsin Veterans Memorial Cemetery (NWVMC).

II. Project Scope

A. Project Description

This project, the Northern Wisconsin Veterans Memorial Cemetery Phase III, proposes development of a Master Plan for the 100 acre site including the cemetery, expansion of the current columbarium niche inventory with a minimum of 1,200 niches, 1,000 new urn garden spaces and site work improvements including permanent signage, a funeral coach turn around, storm drainage and extension of the irrigation system.

B. Project Location

Spooner, Wisconsin
Northern Wisconsin Veterans Memorial Cemetery

C. Project Background and Existing Conditions

Background and Long Range Strategic Plan

The mission of the state veteran's cemeteries is to provide a dignified and honorable final resting place for eligible Wisconsin veterans and their dependents, and create a lasting memorial to their achievement and sacrifices. As such, the Wisconsin Department of Veterans Affairs (WDVA) is committed to providing various burial options to veterans and their families.

The Northern Wisconsin Veterans Memorial Cemetery (NWVMC) located near Spooner, WI was established to serve veterans and their families in northwest Wisconsin with its first interment on November 10, 2000. Currently the cemetery averages more than 200 burials per year with a cremation burial rate of 73%. The grounds feature preset crypt burial gardens, columbaria, in-ground urn gardens and a newly developed scattering garden and walking path. Approximately 12 acres of the 100 acre site has been developed for burial and infrastructure.

Enumeration and Funding

Enumeration of the project is proposed for the 2013-2015 Biennium Capital Budget to ensure the columbarium niches are completed before the existing niche inventory is depleted. The State Cemetery Grants Program of the USDVA has deemed this project feasible for a State Cemetery Grant which will fund 100% of the project costs. Grants are awarded after bidding is complete.

III. Project Requirements and Design Considerations

A. Master Plan Development

NWVMC is an existing State Veterans Cemetery without an approved Master Plan. Development and approval of a master plan is essential in order to continue to move forward with additional expansions. A master plan showing the existing and proposed layout of all facilities including buildings, roadways and burial sections on the selected site shall be prepared for approval by the USDVA SCGS. The master plan will follow [USDVA master plan guidelines](#).

The master plan should provide a phased build out of the cemetery based on current and projected burial rates with the number of preset crypts expected for each phase. The master plan should provide detailed descriptions of the size and location of existing and future burial gardens, crypts and niches as well as square footage of all buildings.

It shall analyze all factors affecting the design, including climate, soil conditions, site boundaries, topography, views, hydrology, environmental constraints, transportation access, etc. It should provide a discussion of alternate designs that were considered. The Master Plan will be completed and approved by USDVA before design of Phase III begins. The master plan is expected to be reviewed by USDVA at 35%, 65%, 95% and 100% stages.

B. Development of New Columbarium Niches (Approximate Construction Cost \$1,008,000)

Currently, the average annual number of burials is over 200. More than 45% of interments or an average of 92 are columbarium burials. To meet the needs of our veterans, this project proposes construction of new columbarium structures with a minimum of 1,200 niches to meet the anticipated 10 year demand. The current niche inventory is anticipated to meet the burial needs of veterans and their spouses for approximately 3 years. Site development designs are expected to be reviewed by USDVA at 35%, 65%, 95% and 100% stages.

Columbaria Design Considerations

- Construction of a minimum 1200 columbarium niches
- Columbaria will be designed to meet NCA specifications

- Columbarium and niche identification shall match existing
- Four level tier height
- ADA Sidewalks and bench locations to serve columbarium
- Landscaping of columbarium

C. Urn Garden Expansion (Approximate Construction Cost \$175,000)

For the past 2 fiscal years the NWVMC has averaged a 73% cremation burial rate. The percentage of cremation urn garden burials is 27% of total burials – with an average of 50 first interments in the urn garden per year. Currently inventory exists for approximately 5 years. Urn gardens with 1000 spaces will be designed to meet NCA specifications and accommodate veterans and their families for an additional 12 – 15 years. Site development designs are expected to be reviewed by USDVA at 35%, 65%, 95% and 100% stages.

D. Site Improvements (Approximate Construction Cost \$282,090)

Site improvements in the following areas will be designed and constructed.

- A circular drive area for the funeral coach drivers on the west side of administration building.
- Drainage issues near the maintenance building will be addressed to alleviate the over flow problem.
- An irrigation system for approximately 7-9 acres of developed land including the cemetery entrance, areas surrounding the administration building, flag plaza and columbarium areas, urn garden and casket garden sections.
- Permanent signage for the cemetery road entrance at the corners of State HWY 53 and Veterans Way. A sign at the T intersection of Veterans Way and Wildcat Road, directing families and visitors into the cemetery, and a scattering garden sign to direct and inform families of the scattering area in the woods.

Site development designs are expected to be reviewed by USDVA at 35%, 65%, 95% and 100% stages.

IV. Proposed Timetable

A/E Advertisement	December 2012
A/E Selection	January 2013
Master Plan Completion	September 2013
Design Report to Building Commission	January 2014
Bid Opening	May 2014
USDVA Grant Award	July 2014
Construction Begins	July 2014
Substantial Completion	August 2015

V. Proposed Budget

Construction	
Contingency	
Architect/Engineer design fees	
Other Architect/Engineering Fees includes master plan and reimbursable expenses	
DFD Fees	
Equipment	
Total Project Budget	\$2,109,113

VI. Agency Contact: Susan Mattix, 608-264-6093, susan.mattix@dva.wisconsin.gov

VII. AE Scope of Services

The AE will meet the requirements of the DSF AE Policy and Procedure Manual and the requirements of the [USDVA Veterans Cemetery Grants Program](#).

A/E services for this project will be separated contractually into two contracts, the first for master plan and predesign services and the second for the design through construction services.