

**STATE OF WISCONSIN  
DEPARTMENT OF VETERANS AFFAIRS**



**REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES**

**Central Wisconsin Veterans Memorial Cemetery  
Improvements**

**King, Wisconsin  
Project #15I1C**

**October 2015**

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## **I. Request Statement**

The Wisconsin Department of Veterans Affairs is requesting the selection of an Architect/Engineer to design expansion and improvements to the Central Wisconsin Veterans Memorial Cemetery (CWVMC).

## **II. Project Scope**

### **A. Project Description**

This project will include construction of columbarium niches, in-ground cremation sites, a pre-set crypt garden, a permanent Public Information Center/Administration complex, a maintenance/storage facility and a committal shelter. The project, funded almost exclusively with a USDVA State Veterans' Cemetery Grant, must be designed to meet all National Cemetery Administration standards with expansion anticipated to meet 10 year demand.

### **B. Project Location**

King, Wisconsin (Waupaca County)  
Central Wisconsin Veterans Memorial Cemetery (CWVMC)  
*See maps in Attachment #1.*

### **C. Project Background and Existing Conditions**

The mission of the state veterans' 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 achievements and sacrifices.

Wisconsin's first veterans' cemetery at King opened in 1888. Burials include Veterans from the Civil War, Indian Wars, Spanish American War, World War I, World War II, Korea, Vietnam and Persian War.

The cemetery averages more than 165 burials per year on 14 acres developed for burials. The possible expansion area covers over 64 acres already owned by the King Veterans Home. The existing in-ground cremation spaces will be exhausted by August 2018.

The cemetery lacks many of the amenities of our other state cemeteries. CWVMC does not have a dedicated administration office making it difficult for families to find out where to make funeral arrangements. This site does not have a visitor informational area or kiosk to help locate graves and there are no on-site restrooms for cemetery visitors. In addition, the cemetery does not have any columbaria walls, our most prevalent form of internment at the two other state veterans' cemeteries.

### III. Project Design Details and Considerations

The USDVA Veterans Cemetery Grants Services (VCGS) requires cemeteries to present a master plan to be eligible for federal funding. The WDVA will be completing a master plan project in late 2015 or early 2016. The design of this project will be based on the findings and planning reported in that strategic plan.

Phase 1 of the improvement project will be designed to meet anticipated 10-year demand and will upgrade the CWVMC to meet National Cemetery Administration Standards (NCA). The proposal includes:

- Columbarium: This project proposes the creation of a columbarium structure with 800 niches to meet an anticipated 10-year demand. The design will meet National Cemetery Administration Standards and includes sidewalks, landscaping, waste and water receptacles to serve the area and platforms for donated benches.
- Urn Garden (In-Ground Cremains): This project adds 500 urn garden spaces in response to the current spaces being depleted by August 2018. The design will meet National Cemetery Administration Standards and includes landscaping, waste and water receptacles to serve the area, soil preparation and section markers.
- Pre-Set Crypt Burial Garden: To meet an anticipated 10-year need, this project proposes creation of 275 double and 250 single depth pre-set crypts. Pre-set crypts are used to reduce operational costs and do not currently exist at CWVMC. The spaces will accommodate National Cemetery Administration standard upright markers and include section markers, landscaping and waste and water receptacles to serve the area.
- Public Information Center: This project will add an administration building where staff can help families and funeral directors make funeral arrangements and find grave locations, manage grounds operations and provide space for Honor Guard and Cortege assembly. With after-hours access, this building will also provide a kiosk for gravesite location, public restrooms and visitor parking.
- Maintenance Building: This project will provide a designated maintenance and storage area for cemetery operations. The space will be heated/cooled and provide space for an office, parts and tool storage, restroom, vehicle equipment bays, material bunkers and maintenance/grounds vehicle parking.
- Committal Shelter: This project will construct an open, covered pavilion to provide an area for interment services and will include space for seating for 20 individuals with additional standing room, a paved Honor Guard area, enclosed storage closet, a sound system, radiant heaters and road side parking.
- Other Site Improvements:
  - Add and upgrade roadway and parking areas with curb and gutter and catch drains to address inadequate storm drainage.
  - Add entry sign and directional/location signage.
  - Add an irrigation system for use by cemetery grounds staff.

Projects funded by the USDVA VCGP require design approvals at 35%, 65%, 95% and 100% of design. The project cannot be bid until final approval is received so part of the design team's responsibility is to send specifications to the USDVA and follow-up on federal reviews of design.

#### **IV. Proposed Schedule**

A/E Selection	Oct 2015
SBC Approval	Jun 2016
Bid Opening	Jan 2017
Construction Start	Apr 2017
Substantial Completion	Oct 2017

#### **V. Proposed Budget**

Total Construction	\$
Contingency	\$
A/E Design Fees	\$
Other A/E Fees	\$
DFD Fees	\$
Equipment	\$
<b>Total Project Budget</b>	<b>\$3,590,000</b>

WDVA has submitted a grant application to the USDVA Veterans Cemetery Grants Services for a majority of the project funding. DFD fees are not eligible for cemetery grant funding and will be covered by WDVA Agency Cash.

#### **VI. Agency Contact**

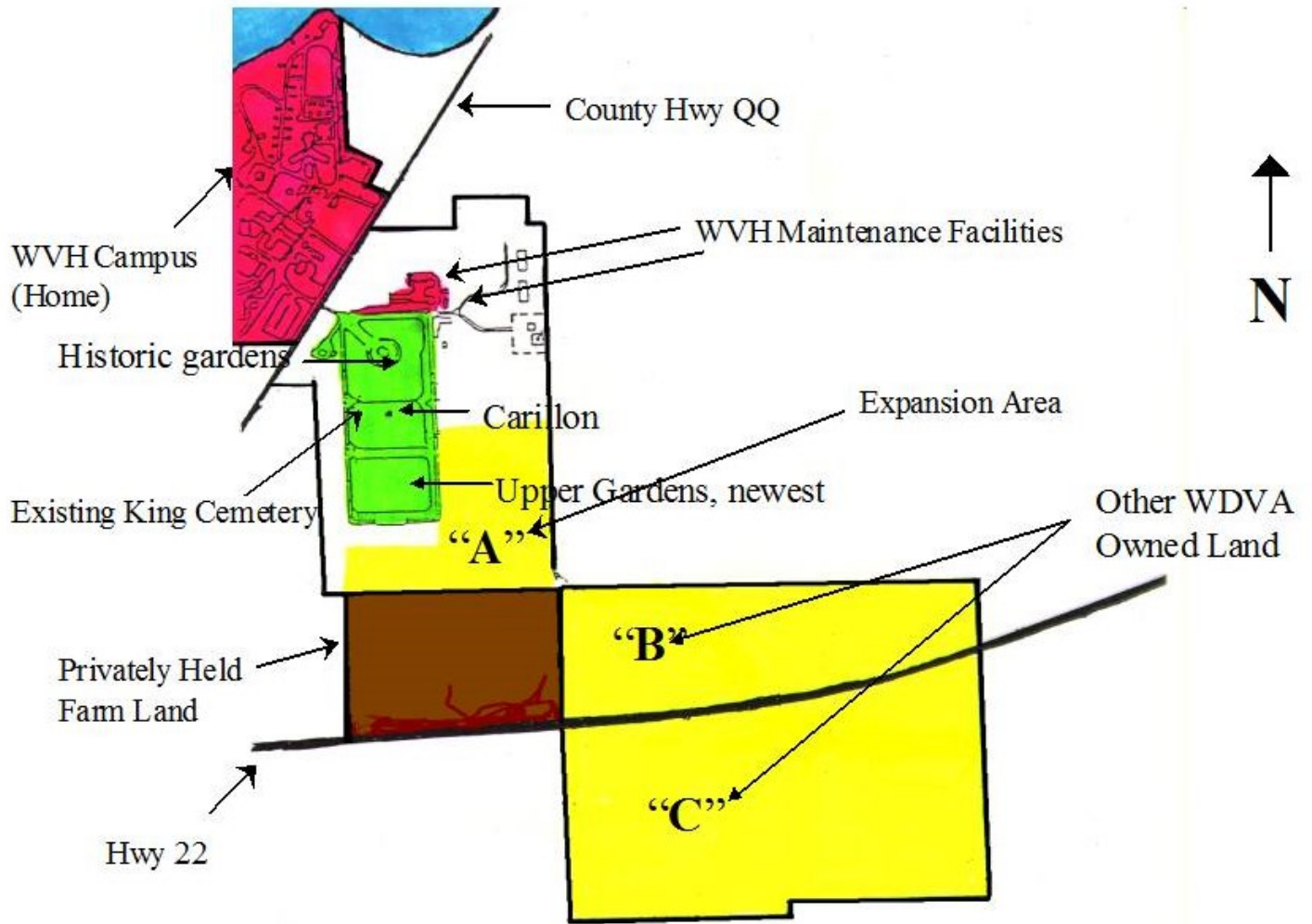
Kay Lund  
608-266-3732  
[kay.lund@dva.wisconsin.gov](mailto:kay.lund@dva.wisconsin.gov)

#### **VII. AE Scope of Services**

The AE will provide design through Construction Administration services as defined in the DFD "*Policy and Procedure Manual for Architects/Engineers and Consultants*" and the DFD "*Contract for Professional Services*" as directed by DFD at the Design Kickoff meeting. AE services must comply with requirements of the USDVA – Veterans Cemetery Grants Service (VCGS) program. The services may be contracted for in multiple parts with project-specific review/ approval/ authorization points in the contract as determined by the needs of the project. Authorization for subsequent services will be issued in writing upon satisfactory performance and completion of contracted services and deliverables.

#### **VIII. Attachments:** Four maps of Central Wisconsin Veterans Memorial Cemetery and King Veterans Home Campus

# Central Wisconsin Veterans Memorial Cemetery WDVA Owned Land for Cemetery Expansion at King



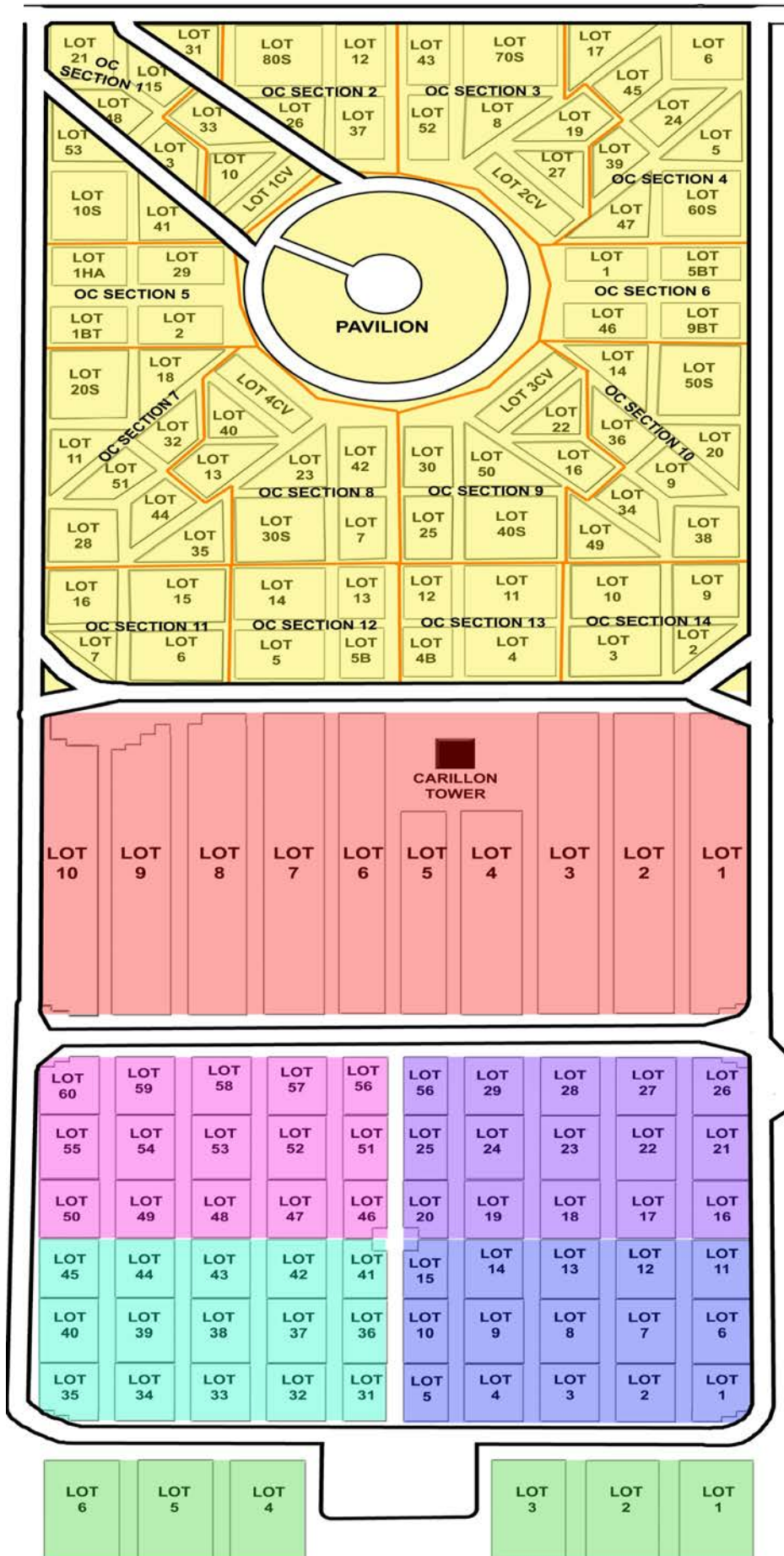


# CENTRAL WISCONSIN VETERANS MEMORIAL CEMETERY

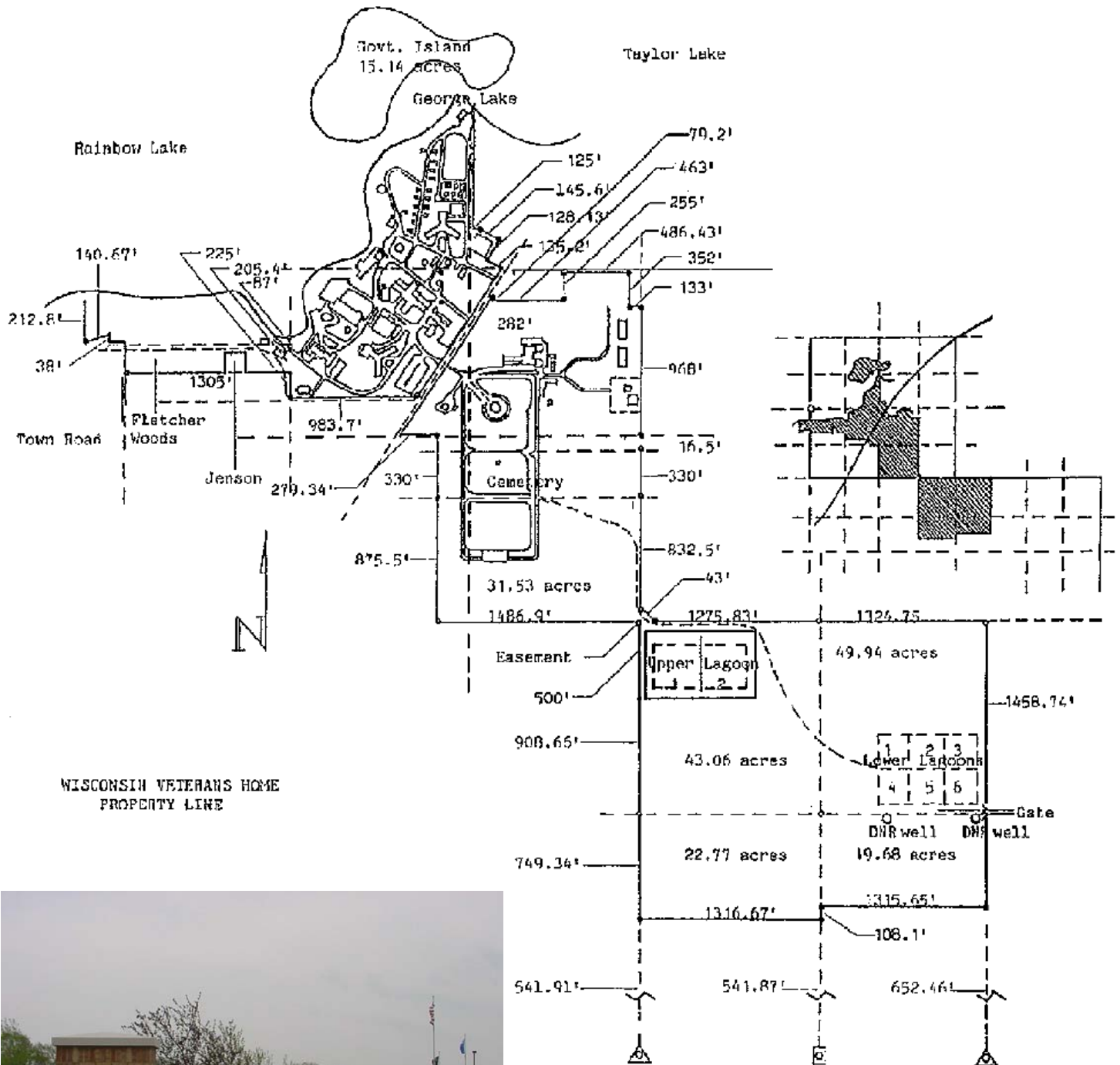
King, Wisconsin

## KEY

- Old Cemetery
- Section T
- Section 4N
- Section 2N
- Section 3N
- Section 1N
- Section C



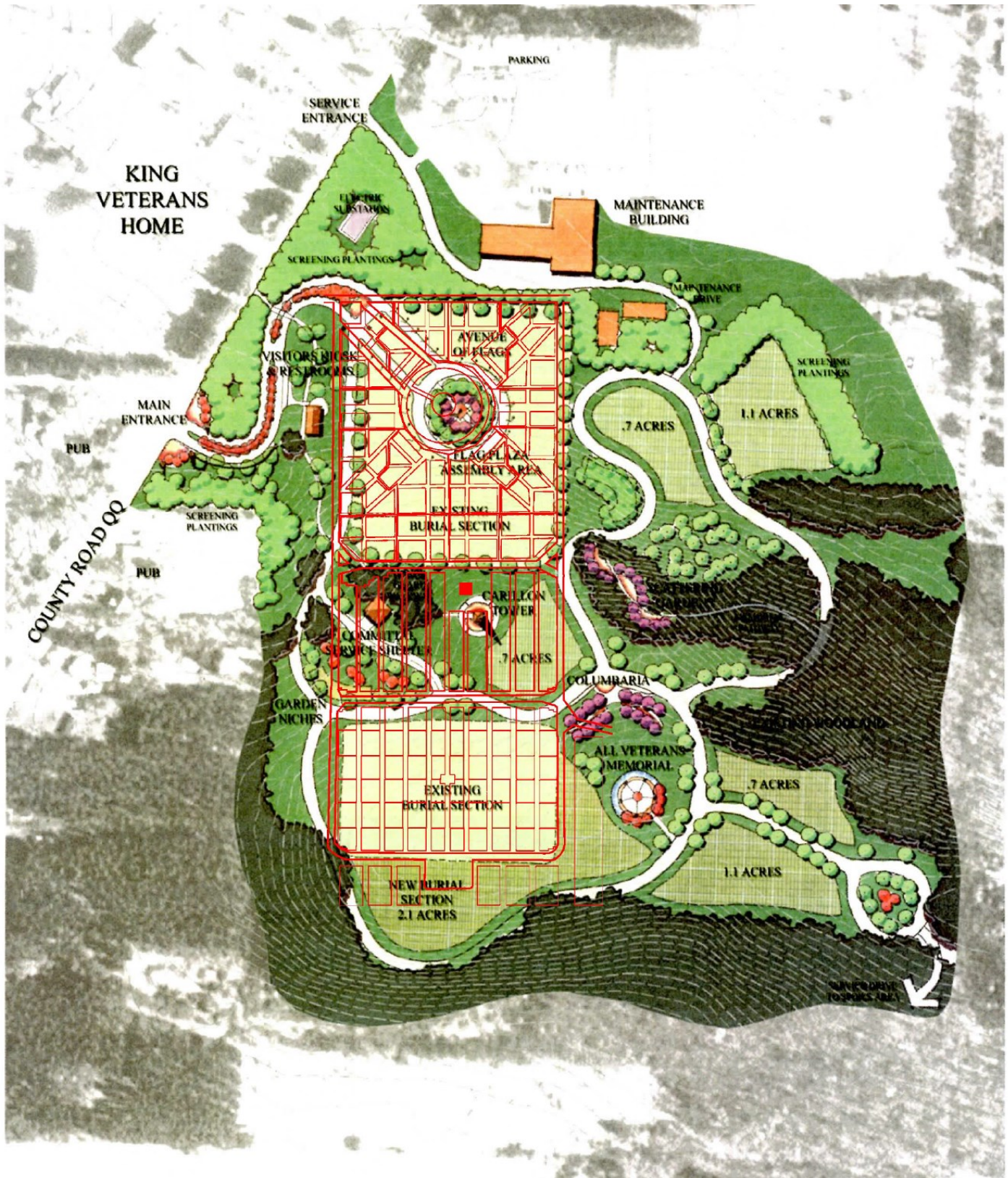
# King Veterans Home and Central Wisconsin Veterans Memorial Cemetery WDVA Owned Land



WISCONSIN VETERANS HOME  
PROPERTY LINE

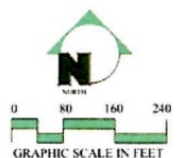






# KING VETERANS MEMORIAL CEMETERY

King, Wisconsin



**Carter-Burgess**