

**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS**



REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES

**Central Wisconsin Veterans Memorial Cemetery
Master Plan**

**King, Wisconsin
Project #14J3J**

December 2014

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I. Request Statement

The Wisconsin Department of Veterans Affairs is requesting the selection of an Architect/Engineer with experience in cemetery planning and design to provide master planning services for the Central Wisconsin Veterans Memorial Cemetery (CWVMC).

II. Project Scope

A. Project Description

The creation of a Master Plan for the 64-acre Central Wisconsin Veterans Memorial Cemetery will prepare the way for cemetery expansion for at least fifty years. Phase I, included in the Department's 2015-17 Capital Budget request, will include construction of columbarium niches, in-ground cremation sites, a pre-set crypt garden, and a permanent Public Information Center/Administration complex 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. As such, the Wisconsin Department of Veterans Affairs (WDVA) is committed to providing various burial options to veterans and their families.

In 2005, the closure of Wood National Cemetery to new internments highlighted the need for more veterans' cemeteries in Wisconsin. In response, the state with grants from the USDVA Veterans Cemetery Grant Service, constructed cemeteries in Spooner and Union Grove. Wisconsin's first veterans' cemetery in King lacks many of the amenities of the newer state cemeteries. CWVMC does not have a dedicated administration office, visitors informational area or on site restrooms; making it very difficult for visiting, family members or visitors locating or making arrangements. Restrooms are located at the chapel facility on the campus of the Veterans Home and not handicap accessible. Reviewing and or locating gravesite locations is only available off hours at the Emergency Services building or during normal business at the Grounds Maintenance Building which is challenging.

The CWVMC was Wisconsin's first state veterans' cemetery opening in June of 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 existing in-ground cremation spaces will be exhausted by August 2018. There are currently no columbarium interments at this cemetery. Possible expansion area covers over 100 acres already owned by the King Veterans Home. The last expansion occurred 1989 and for most veterans in the area the nearest veterans' cemetery is at least 150 miles away. The cemetery at King will serve an area with the second largest population of veterans in the state with an estimated 120,000 veterans.

III. Master Plan Development Requirements and Design Considerations

CWVMC is the only State Veterans Cemetery without an approved Master Plan. Development and federal approval of a master plan is required to move forward with expansions under the USDVA Veteran Cemetery Grant Service program.

The Master Plan for the CWVMC should include a study to determine which areas of state land to develop as part of future cemetery expansion. Based on projected demand, the criteria used to evaluate the sites should include, but not be limited to the following:

- Aesthetic impact of the site and surrounding area.
- Cost to develop the site.
- Ability to meet the standards and requirements included in the State Cemetery Grants Program Guide (PG 40-1) as issued by the National Cemetery System in the U.S. Department of Veterans Affairs (USDVA).
- Ease and safety of entering and exiting the site.
- Potential for future expansion.
- Suitability of the site for development as a cemetery.
- Needs to complement the existing cemetery.
- Areas being considered for use by the Veterans Home at King.

The master plan should provide 50 years of 10-year phased build out based on current and projected interment rates using preset crypts, columbarium's, scattering garden and in-ground urn burial sections . The master plan should provide detailed descriptions of size and location of existing and future gardens, crypts and niches as well as square footage of all buildings. It will also include development for roadways and parking, landscaping, irrigation system, drainage, signage, ceremonial and memorial areas.

The plan should analyze factors affecting design, including climate, soil condition, site boundaries, topography, views, hydrology, environmental, historical, transportation access, etc. It should provide discussion on at least three alternate designs considerations. The Master Plan

will be reviewed and approved by USDVA – VCGS with reviews expected at the 35%, 65%, 95% and 100% stages.

Special considerations required in the Master Plan include:

- Utilities: Electrical utility connection is adjacent to the site.
- Special Land Surveys: Federal Grant requirements dictate an archeological survey will be performed.
- WEPA: This project will require an Environmental Assessment.

This first phase of development (designed separately from the Master Plan) will provide sufficient capacity for approximately 10 years of interments including approximately 250 single depth and 275 double depth crypts, a cremation garden of sufficient size to accommodate 500 urn burials and a columbarium with 800 niches.

IV. Proposed Timetable

A/E Selection	December 2014
Master Plan 35% Draft	April 2015
Master Plan Completion	August 2015

V. Proposed Budget

Architect/Engineer	TBD
Other Architect/Engineering Fees	TBD
DFD Fees	TBD
Total Project Budget	TBD

This small project will be funded with WDVA Operating Funds: APPR 142.

VI. Agency Contact: Kay Lund, 608-266-3732, kay.lund@dva.wisconsin.gov

VII. AE Scope of Services

The AE will provide Master Plan Development 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.

VIII. Attachment: Maps of Central Wisconsin Veterans Memorial Cemetery and King Veterans Home Campus