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*SCOPE OF WORK*

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**CROW TRIBE  
P. O. BOX 159  
CROW AGENCY  
MONTANA 59022**

**PLANNING AND DESIGN  
For The  
CROW NATION TRIBAL VETERANS CEMETERY  
PROJECT NO. MT-13-13**



Please contact the following for additional information:

Paul Little Light  
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Crow Agency, MT 59022  
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# **CROW TRIBE**

STATEMENT OF WORK  
for  
PLANNING AND DESIGN CONTRACT  
For the  
CROW NATION TRIBAL VETERANS CEMETERY  
PROJECT NO. MT-13-13

**1.0 Background:**

The Crow Tribe has been granted approval to establish and construct a Veterans Cemetery on the Crow Nation Reservation. Funding for the cemetery will be awarded through the Department of Veterans Affairs (VA), State and Tribal Government Cemetery Grants Program. The project is located approximately due west of Crow Agency, Montana by BIA Highway #1/Xavier Street. The VA estimates that two hundred forty veterans will die over the next ten years in that are members of the Crow Tribe. It is the wishes of the Crow Tribe to provide a place to honor the veterans that have served in all branches of the military in a local culturally relevant location. On an average there will be twenty four burials in the new locations per year.

**1.1 Determination of Need:**

The decision to initiate this cemetery project was originated through the Crow Veterans Affairs Office because of the concern about internment for the Native American Veterans that reside on the Crow Reservation or are members of the Crow Nation but live off of the reservation. One of the major performance goals of the National Cemetery Administration is to work to provide a burial option within seventy-five miles of ninety percent of all veterans in the country. Establishment of this cemetery will increase the percentage of veterans residing within seventy-five miles of a burial option. The new cemetery will also provide internment of the Native American Veterans with all of the local customs and ceremonies celebrated by the Crow culture.

**1.2 Project Location:**

The project will be located on the Crow Indian Reservation. The construction site will be located due west of Crow Agency, Montana adjacent to BIA Highway #1/Xavier Street. The Project is located in Big Horn County, Montana. The land parcel consists of 40 acres set aside by full Tribal Council Resolution for the purpose of the cemetery. The initial portion of the land to be used is approximately Ten acres.

**1.4 Project Scope:**

1.4.1 The project consists of the planning and design services for the Crow Veterans Cemetery. The planning of the cemetery shall meet the VA National Cemetery Administration requirements (Attachment 1) for Master Plan, Schematic, Design Development, Construction Documents and As-Built Drawings. Construction is not part of this contract however upon approval of the construction documents by the VA a new agreement for Construction Contract Administration shall be entered into with the design firm or another firm if necessary.

The cemetery project will include such items as the entrance features, gates, fencing, roads, parking, assembly areas, burial areas, columbarium, maintenance buildings, irrigation systems and utilities. Other features may be needed as determined during the planning process.

## **2.0 Design Services:**

The planning and design phases of the project will include but not be limited to providing survey, geotechnical investigation and historical assessments of the site. Professional personnel to perform these tasks will be selected with the aid of the Crow Tribe. A Program Statement will be developed based on federal guidelines and the Tribe's directives. This Program Statement must include the architectural program for the facility as well as the programmatic and operational costs for the cemetery facility. Approval of the Program Statement by the Crow Tribe upon completion of the programming phase is required.

The A/E firm shall evaluate the site and will recommend to the Crow Tribe which section of the site will be best suited for the creation of the cemetery. In making this recommendation the A/E firm shall consider cultural aspects which are relevant to the Crow/Apsaalooke culture. The cultural aspects of the Apsaalooke people will also be considered when designing the cemetery as far as allowed by the VA.

The design phase of the project will develop a master plan to be followed, and will have as a goal to provide a set of construction documents to implement all the phases of the master plan approved for funding by the VA. The design professional will be required to adhere to the guidelines for design as outlined by the VA.

A-E shall hold progress meetings with the Crow Tribe at the project site. Key stakeholders and the Tribe's officials shall be allowed to attend these meetings for the purpose of being informed about the progress of the project. The Tribe's representatives shall not be allowed to make changes in the scope of work without going the proper change order process as shown in the OST Procurement Policies.

## **3.0 Deliverables and Submittals:**

A/E shall submit copies of all planning and design documents as required by the VA to the following address following the VA National Cemetery submission instructions:

Paul Little Light  
Crow Tribe Veterans Affairs Director  
PO Box 159  
Crow Agency, MT 59022  
406-638-3874  
406-208-8893  
paul.littlelight@crow-nsn.gov

#### **4.0 PERFORMANCE TIME:**

The A/E shall meet with the Crow Tirbe to discuss project schedule and submit an agreed upon planning and design project schedule within 10 working days after the contract for services is implemented.

#### **5.0 Technical Consultation and Coordination:**

The A/E shall provide and coordinate all subcontractor and consultants used to complete all portions of the planning and design phases of the project.

#### **6.0 Point of Contact:**

The primary points of contact for this project are:

**Please Provide**

#### **8.0 Company Information and Proposal:**

8.1 Interested A-Es shall provide the following information about your company:

- a. Name of Firm
- b. Address of Firm
- c. Telephone and Fax Numbers
- d. Email Address
- e. Website

8.2 Brief History of Firm

- a. Size of Firm/Staff
- b. Years in Business
- c. Organization Chart of Firm
- d. Distance from Project Site
- e. Experience with on-reservation construction (if any).
- f. Experience with similar projects.
- g. Insurance levels

8.3 Management Team Background

- 8.3.1 Principal in Charge
- 8.3.2 Staff who would be Assigned to this project and any experience they have with VA cemetery planning design and construction.
- 8.3.3 Project Manager
- 8.3.4 Resumes of Team Members
  - 8.3.4.1 Name
  - 8.3.4.2 Office Location
  - 8.3.4.3 Phone Number
  - 8.3.4.4 Years of Service with Firm

- 8.3.4.5 Education
- 8.3.4.6 Professional Experience
- 8.3.4.7 Pertinent Experience

8.4 Representative Projects – List projects managed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include:

- 8.4.1 Completion Date
- 8.4.2 Name and Location
- 8.4.3 Budget
- 8.4.4 Graphic Description
- 8.4.5 Photographs
- 8.4.6 Total Square Footage and square foot cost
- 8.4.7 Owner – Contact Information
- 8.4.8 Prime Contractor – Contact Information

8.5 Licensure

Is the Project Leader and all A/E and other professionals who will be assigned to the project licensed in Montana or in a state that has a reciprocal agreement with Montana.

Has the Project Leader’s License, the company’s license, or any of the proposed team members’ licenses been suspended at any time- if so explain.

8.6 Legal Proceedings

Identify and explain the status or outcome of any past or on-going insurance or legal proceedings (including arbitration, complaint, or court action) filed against your firm for any project in the past ten years and the outcome and current status of those proceedings.

## **9.0 Selection Criteria**

A-E shall be selected based on the responses to the following questions.

1. VA Cemetery Project completion within the last three years. Weight 1.5
2. Prior successful cemetery project completion or other project experience with Native American Tribes. Weight 1.3
3. Staff/consultant experience and team qualifications with cemetery design. Weight 1.4
4. Availability and Location of staff and support resources for the project. Weight 1.1
5. Project teaming approach in dealing with tribes and cultural sensitivity. Weight 1.2

**10.0 Attachments:**

Attachment 1 VA National Cemetery Administration, A/E Submission Instructions for National Cemetery Projects

Attachment 2 Project Location Documents.

END OF STATEMENT OF WORK

**ATTACHMENT #1**

**ATTACHMENT #2**