

**SECTION C**  
**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

1. **BACKGROUND**

The mission of the U.S. Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities. The Harpers Ferry Center, Audiovisual Arts, a unit of the National Park Service located in Harpers Ferry, West Virginia, provides audiovisual planning, production, and equipment installation and maintenance services to currently 390 units of the National Park Service. These services may also be supplied to other Bureaus of the Department and other Agencies of the Government. Learn more about the Harpers Ferry Center at [www.hfc.nps.gov](http://www.hfc.nps.gov). Visitors at natural and historic sites, in visitor centers, historic structures, battlefields, and park areas enjoy indoor and outdoor exhibits, films, publications, and videos.

The National Park Service and Harpers Ferry Center are committed to providing interpretive media that is accessible to all potential users. Federal agencies must give disabled employees and members of the public access to information that is comparable to the access available to others without disabilities. Media is planned, designed, produced, installed, and maintained in a manner consistent with the Rehabilitation Act of 1973, as amended (includes Sections 504 and 508).

These contracts will provide parks with assistance in rehabilitating or replacing old and outdated audiovisual systems or the planning, design, installation, and maintenance of new audiovisual systems for parks with no such facilities. The work involves travel to the park areas to meet with the park staff, inspect sites, assess existing rehabilitation plans and/or scope of new work, prepare cost estimates for the work, provide measurements, and fabricate and install audiovisual systems. In some instances the contractor may be required to provide limited audiovisual production services including captioning, audio description, media encoding, inter-format media transfers, and media duplication/replication. There may also be occasions where ancillary construction to facilitate the work is required.

For the purpose of this contract, “audiovisual system” is defined as including, but not limited to, any one of the following or combination thereof: audio and video playback equipment, recording equipment, processors, switchers, distribution amplifiers, video projectors, film projectors, projection screens, video displays, audio mixers, audio amplifiers, microphones, loudspeakers, equipment controllers, control panels, touch screens, electronic cables, message displays, event timers, and assistive listening systems.

These contracts are designed to respond to a need to establish nationwide support services for National Park Service audiovisual presentations. Projects range in scope from small to major audiovisual installations. Target ranges for a production budget may be included in individual task orders and will vary depending on the complexity of each individual project.

Venues in which audiovisual systems and equipment are located include visitor centers; contact stations; and historic buildings such as homes, public buildings, forts, industrial buildings, and architectural monuments or memorials.

2. **PURPOSE**

The purpose of this contract is to provide for the development, planning, design, installation and maintenance of audiovisual presentation systems and related ancillary construction and equipment.

3. **SCOPE OF WORK**

Independently, and not as an agent of the government, the contractor shall provide the National Park Service with all labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract), necessary to provide the development, planning, design, installation and maintenance of audiovisual presentation systems and related ancillary construction and equipment. The scope of services includes both interior and exterior locations.

All work shall be completed in accordance with Attachment A, National Park Service Standard Specifications for Audiovisual Presentation Systems and Equipment, dated March 2008.

**WORK INCLUDES:**

1. **Project Management:** Scheduling, coordinating, overseeing, and managing the work produced and installed.
2. **Audiovisual Planning and Design Process:** Providing a plan and cost estimate for conducting a site visit and developing a detailed proposal for the development, planning, design, installation, and maintenance of audiovisual presentation systems and related equipment.
3. **Submittals and Reviews:** Providing all submittals and reviews in accordance with contract and individual task order requirements.
4. **Installation Cost Estimates:** Providing a detailed installation cost estimate that conforms to the design-to figure for the project (if provided by the government).
5. **Accessibility:** Performing all work under this contract in accordance with the Programmatic Accessibility Guidelines for National Park Service Interpretive Media dated October 2007. Learn more about accessibility at [www.nps.gov/hfc/accessibility/index.htm](http://www.nps.gov/hfc/accessibility/index.htm).

6. **Audiovisual and Computer Elements – Equipment:** Providing equipment selections based on the long-term requirements of the presentation program. The systems shall be easy to operate with minimal training and designed for long life and minimal maintenance.
7. **Media Production:** Providing limited audiovisual production services and inter-format media transfers. These services will typically be limited to captioning, audio describing, encoding, transferring, replicating and/or duplicating government-furnished property audiovisual programs.
8. **Ancillary Construction:** Providing design, work plan, specifications and installation as necessary for electric service upgrades, equipment wiring, acoustic treatment, ceilings, walls, partitions, performance stages, seating. In addition, work required to optimize space for use in diverse media playback for small groups, video teleconferencing, and for general meetings may require several acoustic and lighting target goals be met.
9. **Installation:** Providing planning, installation and maintenance of audiovisual systems and hardware at National Park Service and other locations.
10. **Closeout Package:** Preparing and organizing all audiovisual production material for submittal to the Contracting Officer's Representative and closeout of the project.

#### 4. **TASK ORDER ASSIGNMENTS**

All work performed under this contract will be directed by the government through the issuance of individual task orders in accordance with the procedures outlined in Section G. In no event will the government be responsible for any work performed by the contractor that is not undertaken pursuant to a duly executed task order signed by the Contracting Officer. The government will furnish, as appropriate, required data, materials, and access to project information necessary to perform the planning and production of work as required.

#### 5. **OWNERSHIP OF PRODUCTS**

All original copies of drawings produced under this contract are the property of the National Park Service. The contractor shall not substitute diazo reproductions for original drawings. If AutoCAD drawings are produced, all original and back-up disks used in the development and production of drawings are the property of the National Park Service. The National Park Service's use of the materials contained on the disks shall not be restricted in any manner.