

**FEDERAL HALL NATIONAL MEMORIAL
MANHATTEN SITES, NORTHWEST GALLERIES**

1. **BACKGROUND**

Manhattan Sites is a unique urban park that consists of six separate sites representing the Seventeenth through the Twentieth Centuries. Federal Hall National Memorial is the headquarters for each unit, and was the site of the first national capital of the United States under the Constitution.

Federal Hall National Memorial is located at 26 Wall Street, between Nassau Street and William Street; open all year, 9 a.m. until 5 p.m., Monday through Friday; and closed national holidays.

Through a competitive procurement, Fruland & Bowles, Inc. fabricated and installed exhibits in the Northwest Gallery of Federal Hall National Monument in August 2006. This order is a logical follow-on to the work already completed.

Additional background on Park can be found on the National Park service web site at: <http://www.nps.gov/masi>

2. **PURPOSE**

The purpose of this contract is to detail, fabricate, transport to the site, and install all exhibit elements for the Northwest Gallery, Federal Hall National Memorial, Manhattan Sites, New York, New York.

3. **SCOPE OF WORK**

In accordance with the terms and conditions of the above-referenced contract, the contractor shall provide all services including labor, materials, facilities, and travel (except as otherwise specified in this contract) necessary to detail, fabricate, transport to the site, and install all exhibit elements for the Northwest Gallery, Federal Hall National Memorial, Manhattan Sites, New York, New York.

Work shall be completed in accordance with the government-furnished National Park Service Standard Exhibit Fabrication Specifications.

A. **Division 1 - Project Management**

Schedule, coordinate, oversee, and manage work produced and installed under this contract.

In addition, the contractor shall also provide the following:

The Project Manager shall travel to the sites to oversee the installation of the exhibits by the installation team, from start to finish, and to provide the following:

- (1) Coordination with COR for delivery, unloading, and daily work operations on-site;
- (2) Daily quality control inspections of all work performed by the installation team;
- (3) Coordination with COR for final walk through inspection, operational training session, delivery of maintenance manuals;
- (4) Written documentation of punch list items that are identified in the final walk through inspection, with copies provided to the COR.

B. Division 2 - Fabrication Drawings

Provide drawings for review and approval detailing proposed fabrication of all structures indicated in the government-furnished exhibit design drawings and other elements as specified in individual task orders. Provide drawings documenting fabrication of the completed exhibits, including illustrations describing operational and maintenance procedures.

C. Division 3 - Samples/Mock-Ups/Prototypes

Provide samples for all materials, colors, and finishes specified for the exhibits. Fabricate mock-ups and prototypes as specified in individual task orders.

D. Division 4 - Exhibit Structures

Provide fabrication of all exhibit elements including cabinetry, panels, platforms, artifact cases, cabinets or kiosks containing computer equipment, vitrines, or other elements that constitute the basic structural elements of the exhibits.

In addition, the contractor shall also provide the following:

- (1) Two Hard Sugar Maple Veneer Stools, 12" seat diameter, 30.5" seat height, non-marring foot glides, footrest, and seat back.
- (2) Cane rail guard, 1'11" height, 3" header, and 4" kick plate, in accordance with the November 22, 2006, electronic sketches received from the Designer, Rockwell Group.

- (3) Desktop, 15/16" maple support with 1/16" felt cushion pad at each rib for a total of 6 at 4" long each vertically, 15/16" x 1" continuous maple support with 1/16" felt cushion pad horizontally, and 1/2" laminated, tempered glass, in accordance with the electronic sketches, dated December 12, 2006, as received from the Designer, Rockwell Group.

E. **Division 5 - Electrical/Electronic**

Purchase, fabricate, assemble, install into buildings and exhibit structures, and thoroughly test all electrical, electronic, and mechanical devices; this includes lighting. Install audiovisual equipment into exhibit structures, including electrical components to provide and ensure fully operational audiovisual systems for each exhibit unit.

In addition, the contractor shall also provide the following:

- (1) The contractor shall purchase the following equipment for the New York City and Company portion of the two-sided interactive exhibit component: a Dell Computer, Dell OptiPlex Ultra Small Form Factor 620 with 1 gig of RAM, 20" Dell Monitor, keyboard, mouse, power strip, and all cables, connectors, and mounting accessories, required for proper installation and operation of the equipment. All equipment shall be protected from power surges and power fluctuations with an Uninterruptible Power Supply (UPS).

The contractor shall provide detailed, easy-to-follow instructions for maintenance and troubleshooting of this display for inclusion in the exhibits maintenance manual.

Software for the interactive will be government-furnished property.

- (2) The contractor shall purchase the following equipment for the History Channel exhibit component: 24" Dell Flat Screen/Flat Panel Monitor with speakers, Ackman Digital Video Player, push button to activate the system, power strip, and all cables, connectors, and mounting accessories, required for proper installation and operation of the equipment. All equipment shall be protected from power surges and power fluctuations.

The contractor shall provide detailed, easy-to-follow instructions for maintenance and troubleshooting of this display for inclusion in the exhibits maintenance manual.

Software for the interactive will be government-furnished property.

F. **Division 6 - Graphics**

Provide fabrication of all exhibit graphics. Except as otherwise specified in individual task orders, graphic layouts will be government-furnished to the contractor in a digital format.

In addition, the contractor shall also provide the following:

- (1) All digital files necessary to produce the following will be government-furnished to the contractor on CD-ROM:
 - a. Two artifact labels, dimension 6" x 3";
 - b. Two primary panels, dimensions 18" x 36";
 - c. One sidebar panel, dimension 12" x 18";
 - d. One interactive panel, dimension 48" x 72"; and
 - e. Eight window scrims, dimensions 10' high x 5' wide.

All government-furnished files will be Adobe InDesign files with all high-resolution images and text in place, in Macintosh format.

- (2) The contractor shall fabricate the artifact labels and primary, sidebar, and interactive panels as Durst-Lambda Direct Flex prints, adhered to the face of a 3/8" MDF and High Pressure Laminate covered substrate, and over-laminated with a 10 mil polycarbonate protective layer.
- (3) The contractor shall fabricate eight translucent window scrims containing a digitally printed graphic on synthetic sharktooth scrim material. The inkjet print shall be single sided. Printed scrims shall meet all applicable fire-retardancy codes. Image shall not fade, peel, crack or rub off. Printed scrim shall have a matte finish. The window dimensions are 10' high x 5' wide. The contractor shall hem all four sides and secure the scrim in place using rods at top and bottom and existing holes in the window frame from previous hardware. The contractor shall not drill new holes into the window frames. The contractor shall be responsible for confirming onsite measurements and existing conditions.
- (4) Two sets of full-color digital graphic layouts, output at a size so that all exhibit text is readable to the COR for review and approval prior to fabrication. Copies shall be sent by overnight delivery to the COR and park for review and approval.

G. **Division 7 - Conservation Guidelines**

Provide design and fabrication of artifact mounts, installation of artifacts into exhibit cases, and silica gel humidity ballast for conditioning of exhibits cases.

In addition, the contractor shall also provide the following, in accordance with the National Park Service Exhibit Conservation Guidelines:

- (1) The contractor shall fabricate one artifact case to display the Fort Jay Hobby Horse. Dimensions shall be 28"wide x 34"long x 39"high. The case shall be fabricated using a clear UV-filtering, five-sided cast acrylic vitrine. The base platform shall be ¾ inch MEDEX MDF finished with high-pressure laminate on both sides and all edges. The vitrine shall be attached to the 24"height maple base with security screws. Attach the case to the structure with pinch cleats. Provide silica gel humidity ballast for the artifact case, 1/3 lb. per 1 cubic feet of case volume, including the silica gel chamber. Artifact will be government-furnished.
- (2) Design and fabrication of artifact mount. Prior to fabrication of the mount, a detail drawing shall be submitted to the COR for review and approval, identifying materials, finishes, hardware, and dimensions.
- (3) The contractor shall mount the artifact.

H. **Division 8 - Setup and Installation**

Provide setup and installation of all exhibit elements so that they are complete, fully operational, and ready for use.

In addition, the contractor shall also provide the following:

- (1) Due to the historic significance of the building, the contractor is not permitted to drill into, nail into, or cut the fabric of the building. The exhibit structures shall be freestanding and stable without the requirement to be mechanically fastened to the floor, walls, or ceiling. Freestanding exhibit elements that sit on the floor shall be padded to protect the floor from direct contact with the metal support structures.
- (2) Provide floor protection on the Gallery flooring during installation of exhibits to prevent any damage to the historic building. The protective covering shall be layer of heavy plastic and a layer of vinyl flooring remnants.

I. **Division 9 - Project Closeout**

Prepare and organize all exhibit production material for submittal to the COR and closeout of the project.

In addition, the contractor shall also provide the following:

- (1) Provide final digital graphic files onto a CD-ROM. Files shall be labeled and neatly organized. A window printout showing the contents shall be included.

- (2) Provide two copies of one CD-ROM containing digital photographs of the completed, installed exhibits, in jpeg format, after the walk-through inspection has been completed. Images shall include views of all exhibit elements. Provide an assortment of both close-up and wide shots of the exhibits. Include images of exhibit case access doors and audiovisual cabinetry in the open position, and close-ups of equipment.
- (3) Provide three copies of the final maintenance manual; two copies shall be provided to the park and one copy shall be provided to the COR.
- (4) Provide one 11" x 17" copy of the final graphic layout in the COR maintenance manual.

4. **TIME FOR COMPLETION**

All work specified, including Review and Approval in Item 5 below, shall be completed on or before **March 26, 2007**, in accordance with the following schedule:

<u>DESCRIPTION</u>	<u>NOT LATER THAN</u>
A. Submission of preliminary fabrication drawings and isometric drawings, catalog cuts, samples, and color and finish sample boards.	January 30, 2007
B. Submission of revised fabrication drawings and isometric drawings.	February 6, 2007
C. Inspection of the completed exhibits structures, full-size graphic layouts, placement of exhibit objects at the contractor's facility and receipt of the preliminary maintenance manual.	February 21, 2007
D. Completion of on-site installation of all exhibits and submission of the final maintenance manuals.	March 2, 2007
E. Completion of punch list deficiencies, delivery of the closeout package, return of all government-furnished reference materials, and final acceptance of the project.	March 16, 2007

5. **REVIEW AND APPROVAL**

The COR will notify the contractor, in writing, of approval or rejection of the work in accordance with the following schedule:

<u>DESCRIPTION</u>	<u>APPROVAL TIME (BUSINESS DAYS)</u>
A. Submission of preliminary fabrication drawings and isometric drawings, catalog cuts, samples, and color and finish sample boards.	7 days
B. Submission of revised fabrication drawings and isometric drawings.	7 days
C. Inspection of the completed exhibit structures, full-size graphic layouts, placement of exhibit objects at the contractor's facility and receipt of the preliminary maintenance manual.	1 day
D. Completion of on-site installation of all exhibits and submission of the final maintenance manuals.	1 day
E. Completion of punch list deficiencies, delivery of the closeout package, return of all government-furnished reference materials, and final acceptance of the project.	10 days

Any additions or corrections shall be completed and returned to the government within seven business days. In the event the government delays beyond the period specified, the contractor shall be entitled to a day-to-day extension in the final completion date.

6. **DESTINATION POINT**

The completed exhibits shall be delivered and installed at:

Federal Hall National Memorial
Manhattan Sites
Northwest Gallery
26 Wall Street
New York, New York 10005

7. **POINT OF CONTACT FOR DELIVERY**

Ten days prior to delivery, the contractor shall contact the individual listed below and advise of exact dates and arrangements made for delivery:

Cynthia Coffelt
National Park Service
Harpers Ferry Center
IDC Building, 67 Mather Place
Harpers Ferry, West Virginia 25425

8. **CONTRACTING OFFICER'S REPRESENTATIVE** for the purpose of this order is:

Cynthia Coffelt
Technical Assistance Program Specialist

9. **TRAVEL**

The contractor is responsible for whatever travel is necessary in the performance of this contract. The contractor will be reimbursed for such travel in accordance with the current official Standard Government Travel Regulations. Only coach class for common carriers will be reimbursed. Any additional travel not authorized in the contract must be approved, in writing, by the Contracting Officer before it is actually accomplished.

At a minimum, travel shall include:

On-site installation of exhibits Federal Hall National Memorial, Manhattan Sites, Northwest Gallery, 26 Wall Street, New York, New York 10005.

General Services Administration per diem rates can be accessed via the Internet at:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

10. **GOVERNMENT-FURNISHED PROPERTY**

The contractor shall be responsible for the security and protection of government-furnished property provided to the contractor in connection with this contract. Following acceptance of all work by the government, the contractor shall return to the COR, all government-furnished property not incorporated into the exhibit.

- A. Planning and design production notebook;
- B. Graphic layouts;
- C. Graphic source material; and
- D. Exhibit drawings.

11. **ATTACHMENTS**

The following listed documents are attached and incorporated as part of this order:

- A. Planning and design production notebook;
- B. Graphic layouts;
- C. Graphic source material; and
- D. Exhibit drawings.