

SECTION C
DESCRIPTION/SPECIFICATIONS/AND 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 responsibility of the National Park Service, Harpers Ferry Center, is to plan, design, produce, and maintain interpretive media for the National Park Service's almost 400 areas. Visitors at natural and historic sites, in visitor centers, museums, education centers, contact stations, historic structures, and park areas enjoy exhibits, multimedia, and publications.

Facilities in which museum exhibits are located include contemporary visitor centers, contact stations, and historic buildings of various types. Historic buildings, which contain museum exhibits, include homes, public buildings, forts, industrial buildings, and architectural monuments or memorials. The work may involve travel to the park areas to meet with the park staff, inspect sites, assess rehabilitation of existing rehabilitation plans and/or scope of work, prepare cost estimates for the work, provide measurements, and fabricate and install exhibits.

For the purpose of this contract, "exhibit" is defined as including, but not limited to, any one of the following or combination thereof: exhibit panels and platforms, information desks and informational signage, artifact display cases and artifact mounts, cabinets for multi-media programs, digitally printed labels and graphics, printed or painted murals, floor graphics, scale models, full-size models, reproduction props, dimensional maps, dioramas, sculpted or cast human figures, exhibit audiovisual equipment, exhibit computer interactives, embedded exhibit videos and audio programs, and interactive touch-screen programs, custom mechanical interactives, exhibit lighting, bulletin boards, sales fixtures, and benches.

The work under this contract includes features to meet the requirements of Attachment E, Programmatic Accessibility Guidelines for National Park Service Interpretive Media (NPS Access Guide). This may include audio description of exhibits, including production of the audio program and installation of the equipment.

2. PURPOSE

The purpose of these government-wide contracts is to establish nationwide support for museum interpretive exhibit fabrication and installation. These contracts will provide parks with assistance in rehabilitating or replacing outdated exhibits or producing new displays, including providing programmatic accessibility updates to their existing visitor experiences.

3. **SCOPE OF WORK**

Independently, and not as an agent of the government, the contractor shall provide all services including labor, materials, equipment, facilities, and travel, (except as otherwise specified in this contract), necessary to provide the National Park Service with Museum Interpretive Exhibit Fabrication.

Work under this contract will proceed according to the following order of precedence: Drawings; Section C, Description/Specifications/Work Statement, including Attachment A, National Park Service Standard Exhibit Planning, Design, and Fabrication Specifications, dated October 2012; Section J, List of Documents, Exhibits, and Other Attachments; Section B, Supplies or Services and Prices/Costs; Section I, Contract Clauses; and Section K, Representations, Certifications, and Other Statements of Offerors.

A. **Specifications** - All work under this contract shall be performed in accordance with the most recent version of the referenced attachments:

- (1) Attachment A, National Park Service Standard Exhibit Planning, Design, & Fabrication Specifications, Harpers Ferry Center;
- (2) Attachment E, Programmatic Accessibility Guidelines for National Park Service Interpretive Media (NPS Access Guide);
- (3) Attachment F, National Park Service Standard Specifications for Audiovisual Production and Multimedia Planning, Design and Production Services with Installation; and
- (4) Attachment G, National Park Service Standard Specifications for Audiovisual Presentation Systems and Equipment.

B. **Project Management**

The contractor's Project Manager shall be the single point of contact between the contractor and the National Park Service (NPS) Contracting Officer's Representative (COR). The Project Manager shall perform the following work:

- (1) **Quality Control** - Provide quality control to ensure that all elements of project work meet the requirements of the contract specifications and that all modifications are implemented. Provide routine inspections of shop-fabricated work and subcontracted work. Oversee quality of all work during installation. Ensure that all work not acceptable or compliant with the specifications is corrected prior to inspection or review by the COR.

- (2) **Schedule** - Schedule, coordinate, oversee, and manage work produced and installed under this contract. Track work progress to ensure that the project is completed according to the schedule. Coordinate and confirm the dates for shipment, delivery, and installation of the work at the exhibit site with the COR.
- (3) **Meetings and Travel** - Meet with the Contracting Officer and COR in accordance with the Section 4, Travel, Meetings and Presentations; Section 27, Shop Fabrication; Section 28, Installation; and as specified in individual task orders. After all scheduled meetings, the Project Manager shall prepare and provide written documentation to the COR enumerating all issues discussed and decisions made relative to the project. The contractor's Project Manager shall be in contact with the COR, Harpers Ferry Center, on no less than a weekly basis.
- (4) **Government-Furnished Materials** - Receive all government-furnished materials and inspect the materials to ensure that the quality is suitable for use in the exhibit. The Project Manager shall notify the COR immediately if government-furnished materials are not received in sufficient time to meet critical milestones, if damaged, or when use of the material would result in an unsatisfactory product.
- (5) **Organize Resource Materials** - Identify and compile all resource material into a production package and ensure that this material is forwarded to the appropriate unit or person within the contractor's organization for use in the project.
- (6) **Submittals** - Coordinate all contractor's submittals and review them for legibility, accuracy, completeness, and compliance with contract requirements. Forward all submittals to the COR for review and approval. Receive all reviewed submittals and take appropriate action according to the approval or rejection by the COR.
 - (a) **General Requirements** - In accordance with Section 5, Submittals and Reviews, or as specified in the individual task order.
 - (b) **Transmittal Documents** - The contractor shall include a transmittal in the form of a printed letter, pdf document, e-mail, or fax cover sheet along with all samples, proofs, prints, reports, digital files, digital images, and multimedia files, sent from the contractor to the COR. This includes all copies sent to the park or other copied recipients. The transmittal shall include the following minimum information:

- (i) "From" (contractor's name and contact information);
 - (ii) "To" (COR's name);
 - (iii) Date submittal was shipped;
 - (iv) Project name and park name;
 - (v) Itemized list of contents; and
 - (vi) List of copied recipients who received the same submittals.
- (7) **Final Inspection** - Inspect completed work, including that of subcontractors, prior to final inspection by the COR and shipment to the site. Ensure that all elements of the project are complete and ready for the final inspection. The Project Manager shall notify the COR prior to the inspection if any elements will not be ready for final inspection as scheduled.
- (8) **Delivery and Installation** - Oversee all work during installation to ensure that it adheres to contract specifications and schedule for completion. Ensure that all work not acceptable or compliant with the specifications is corrected prior to inspection or review by the COR.
- In the event that the COR reports problems during or after shipment, delivery, and/or installation, the Project Manager shall:
- (a) Determine the nature of the reported problem, damage, or production error and provide a proposal for resolution to the COR for review and approval; and
 - (b) Ensure that approved corrections or repairs are made in a satisfactory manner within the time scheduled by the COR.
- (9) **Closeout Package** - Compile, prepare, and forward a closeout package to the COR in accordance with Section 29, Operational Training and References, and Section 30, Closeout.

C. **Museum/Visitor Center Exhibit Fabrication Process**

Typical phases of work under this contract are described in Section 3, 3.3, Museum/Visitor Center Exhibit Fabrication Process and as follows.

(1) **Postaward Phase**

- (a) The contractor's Project Manager shall attend a Postaward Meeting and Site Visit in accordance with the individual task order and Section 4, Travel, Meetings, and Presentations, 4.5 and 4.6.
- (b) The contractor shall be responsible for reviewing all government-furnished materials and existing conditions at the installation site which affect the project and notify the COR of potential problems or concerns. The contractor shall provide detailed documentation of the exhibit space dimensions, existing electrical/lighting equipment, and all other relevant information to the COR. The contractor shall verify and check this information with the exhibit plan and drawings for conflicts or discrepancies.

(2) **Submittals Phase**

Submittals shall be provided by the contractor to the COR in accordance with individual task orders and the following Exhibit Planning, Design, and Fabrication Specifications:

- (a) Section 5, Submittals and Reviews;
- (b) Section 13, 13.6, Fabrication Drawings;
- (c) Section 13, 13.7, As-Built Drawings;
- (d) Section 14, 14.6, Specific Requirements for Fabrication Phase;
- (e) Section 15, 15.7, Graphic Fabrication - General Requirements;
- (f) Section 15, 15.8, Graphic Fabrication - Review of Source Material;
- (g) Section 15, 15.9, Handling of Source Material;
- (h) Section 15, 15.10, Graphic Production Files;
- (i) Section 15, 15.11, Graphic Production Samples;
- (j) Section 15, 15.12, Corrections to Digital Files and Proofs;
- (k) Section 19, Audiovisual and Computer Elements – Software;
- (l) Section 27, 27.9, Shop Inspections; and
- (m) Section 29, Operational Training and References.

(3) **Fabrication Phase**

The contractor shall shop-fabricate all exhibit elements to the fullest extent possible prior to installation. On-site fabrication is discouraged; only the very last stage of assembly shall take place on-site.

Fabrication of the exhibits shall be in accordance with individual task orders and the following Exhibit Planning, Design, and Fabrication Specifications:

- (a) **Structures, cabinetry, casework** - as specified in:
 - (i) Section 18, Object Preservation and Protection;
 - (ii) Section 23, Exhibit Lighting; and
 - (iii) Section 27, Shop Fabrication.

- (b) **Exhibit graphics, including tactile graphics and Braille** - as specified in the following Exhibit Planning, Design, and Fabrication Specifications:
 - (i) Section 8, Accessibility;
 - (ii) Section 11, Content Management;
 - (iii) Section 12, Text;
 - (iv) Section 15, Two-Dimensional Exhibit Graphics;
 - (v) Section 17, Use-Rights and Licenses;
 - (vi) Section 21, Tactile Exhibit Elements and Mechanical Interactives; and
 - (vii) Section 26, Maps.

- (c) **Audiovisual programs, audiovisual equipment, and mechanical interactives** - as specified in the following Exhibit Planning, Design, and Fabrication Specifications:
 - (i) Section 8, Accessibility;
 - (ii) Section 11, Content Management;

- (iii) Section 17, Use-rights and Licenses;
 - (iv) Section 19, Audiovisual and Computer Elements – Software;
 - (v) Section 20, Audiovisual and Computer Elements - Equipment; and
 - (vi) Section 21, Tactile Exhibit Elements and Mechanical Interactives.
- (d) **Models, dioramas, reproductions of historic objects, replicas, and props** - as specified in the following Exhibit Planning, Design, and Fabrication Specifications:
- (i) Section 18, Object Preservation and Protection, 18.1, Introduction;
 - (ii) Section 21, Tactile Exhibit Elements and Mechanical Interactives; and
 - (iii) Section 26, Maps.
- (e) **Mock-ups and prototypes** - During shop fabrication, the contractor shall test complex elements using mock-ups and prototypes in accordance with individual task orders and the following Exhibit Planning, Design, and Fabrication Specifications:
- (i) Section 24, Mock-ups and Prototypes, 24.3, Fabrication Phase; and
 - (ii) Section 24, Mock-ups and Prototypes, 24.4, General Requirements - Fabrication Phase.

(4) **Building Prep Phase**

Frequently, the exhibit site is undergoing construction or renovation at the same time in which the exhibits are being fabricated. Changes in the building, by others, may take place between the contractor's Postaward Site Visit and the Installation. The contractor's Project Manager shall be responsible for coordinating all work under this contract with the status of existing conditions at the installation site so that the work can be completed as scheduled and in accordance with the specifications and exhibit plan.

The contractor's Project Manager shall travel to the installation site to review existing conditions in accordance with the individual task order and Section 4, Travel, Meetings, and Presentations, 4.5 and 4.6.

(5) **Installation Phase**

The contractor shall provide shipping and installation of all work under the contract so that the exhibits are complete and ready for use in accordance with the individual task order and in the following Exhibit Planning, Design, and Fabrication Specifications:

- (a) Section 18, Object Preservation and Protection;
- (b) Section 20, Audiovisual and Computer Elements – Equipment;
- (c) Section 23, Exhibit Lighting;
- (d) Section 28, Installation; and
- (e) Section 29, Operational Training and References.

(6) **Closeout/Warranty Phase**

Upon completion of the installation, the contractor shall provide a one-year warranty for defects in materials and workmanship. The final contract submittal is a closeout package of all government-furnished materials and "as-built" documentation of the exhibits in accordance with the individual task order and the following Specifications:

- (a) The contractor shall submit a closeout package to the COR, along with all government-furnished material and documentation of the exhibit "as built" in accordance with Section 30, Closeout, and the following Exhibit Planning, Design, and Fabrication Specifications:
 - (i) Section 11, Content Management;
 - (ii) Section 13, 13.7, As-Built Drawings;
 - (iii) Section 15, Two-Dimensional Exhibit Graphics;
 - (iv) Section 17, Use-rights and Licenses;
 - (v) Section 29, Operational Training and References; and
 - (vi) Section 30, Closeout.

- (b) The contractor shall provide operational training sessions, original training materials, maintenance manuals, training videos, and photographs of the completed exhibits as references and documentation for care and maintenance of the exhibits, in accordance with Section 29, Operational Training and References.
- (c) The contractor shall provide an inventory of all elements in the completed exhibit for entry into the **Facility Management Software System** (FMSS), in accordance with Section 30, Closeout, and the individual task order.

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, artwork, and multimedia produced under this contract are the property of the National Park Service. The National Park Service's use of the materials shall not be restricted in any manner. See Section G - **RIGHTS IN DATA - SPECIAL WORKS** (FAR 52.227-17) (DEC 2007).