

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, a unit of the National Park Service located in Harpers Ferry, West Virginia, provides audiovisual planning, production, and equipment installation and maintenance services to all units of the National Park Service. These services may also be provided to other Bureaus of the Department and other Agencies of the Government. Learn more about the Harpers Ferry Center at 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 shall be 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These contracts shall provide assistance in rehabilitating or replacing old and outdated audiovisual systems or shall provide the planning, design, installation, and maintenance of new audiovisual systems for areas with no such facilities. The work involves travel to meet with the government personnel, inspect sites, assess existing rehabilitation plans and/or scope of new work, provide measurements, and fabricate and install audiovisual systems. In some instances the contractor shall 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 fabrication to facilitate the work shall be 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, 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 government 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 shall be to provide for the development, planning, design, installation and maintenance of audiovisual presentation systems and related ancillary fabrication, and equipment.

3. **SCOPE OF WORK**

Independently, and not as an agent of the government, the contractor shall provide the government with all labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract), necessary to provide the development, planning, design, and installation for audiovisual presentation systems and related ancillary fabrication 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 December 2013.

WORK INCLUDES:

- A. **Project Management:** Scheduling, coordinating, overseeing, and managing the work produced and installed.
- B. **Audiovisual Planning and Design:** Providing the development, planning, design, and installation of audiovisual presentation systems and related equipment.
- C. **Submittals and Reviews:** Providing all submittals and reviews in accordance with contract and individual task order requirements.
- D. **Audiovisual 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.
- E. **Ancillary Fabrication:** Providing design, work plan, specifications and installation as necessary for electric service upgrades, equipment wiring, acoustic treatment, ceilings, walls, partitions, performance stages, and 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.

- F. **Installation:** Providing planning, installation and maintenance of audiovisual systems and hardware.
- G. **Accessibility:** Performing all work under this contract in accordance with the Programmatic Accessibility Guidelines for National Park Service Interpretive Media dated February 2012. Learn more about accessibility at www.nps.gov/hfc/accessibility/index.htm.
- H. **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.
- I. **Closeout Package:** Preparing and organizing all audiovisual production material for submittal to the Contracting Officer's Representative and closeout of the project.

SPECIFIC REQUIREMENTS:

Unless specified otherwise in individual task orders, the contractor shall provide the following:

- A. All new materials, equipment, labor, and services necessary to complete the supply, delivery, fabrication, assembly, installation, commissioning, set-up, adjustment, and alignment of audiovisual presentation systems.
- B. All incidental or related products or materials necessary to ensure a complete and operating system, including, but not limited to, interface equipment, level matching equipment, and isolation equipment.
- C. Provision of personnel, access equipment, and test equipment for acceptance testing.
- D. Provision of maintenance and operations training and manuals.
- E. All installation hardware or materials necessary to complete the work, including, but not limited to, mounting brackets, cabling, connectors, equipment racks and enclosures, AC plug strips (power bars), wire ties, and marking devices.
- F. Supply, delivery, and installation of seismic restraints in accordance with local building codes and regulations.
- G. Travel, lodging, and per diem expenses.

- H. Programming.
- I. Identify if any existing government-furnished property shall be used. If so, identify the timeframe for when this property is required.
- J. Any demolition work and building modifications identified in individual task orders to be performed by the contractor including any removal of existing equipment and cables.
- K. Provide a separate list without pricing of all building modifications to be done by others required for completion of the new system.
- L. Content production and/or encoding.

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 reproducibles 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.