

**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 responsibility of the National Park Service, Harpers Ferry Center, is to plan, design, produce, and maintain interpretive media for the National Park Service's more than 380 areas. Visitors at natural and historic sites, in visitor centers, historic structures, battlefields, and park areas enjoy indoor and outdoor exhibits, films, publications, and videos.

These department-wide contracts will provide parks with assistance in rehabilitating or replacing old and outdated exhibits or in producing new displays for parks with no exhibits. 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: display cases, exhibit panels, platforms, information desks, cabinets for visitor-activated video and audio programs, glass or plexiglas barriers, screen printed labels and graphics, photographs, photo murals, display transparencies, etched or sandblasted metal, plastic or glass plaques, scale models, full-size models, dimensional maps and displays, dioramas, artifact mounts, interior signage, menu and bulletin boards, sales display fixtures, and benches.

2. **PURPOSE**

The purpose of these department-wide contracts is to establish nationwide support services for National Park Service museum exhibits. These contracts are designed to respond to a need, for the development, planning, and designing of interpretive media. Projects range from small exhibits at specific sites to major museum installations. Target ranges for production will be included in each individual task order and will vary depending on the complexity of each individual project.

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 Department of the Interior with museum interpretive exhibit planning and design services.

In performing the requirements of this contract, the Contractor shall utilize the technical and management approaches proposed in response to the solicitation. The Contractor is allowed flexibility in performance under this contract to the extent that the performance outcomes specified in Section C of the contract and offered in the proposal are not lessened. Both parties recognize the Contractor's proposal in response to the solicitation as the baseline for performance. In the event of conflict between the provisions of the technical proposal and any other clause of this contract, the conflict shall be resolved in accordance with the Order of Precedence contained in Section I. The Government, upon award of this contract, will have full rights of ownership of the technical proposal, the data contained therein, and all deliverables submitted under this contract.

Work under this contract shall be performed as specified in Attachment A, National Park Service Standard Planning and Design Specifications, dated November 2006.

Task Orders will be issued to direct a single, several, or all of the tasks of the planning and design process. A schedule outlining completion and delivery dates for each task and associated deliverables will also be included in each Task Order. 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.

All work shall be in completed accordance with Attachments A through F as listed in Section J.

**The specifications include the following:**

- A. **Project Management**
- B. **Definitions**
- C. **The Exhibit Planning and Design Process**
- D. **Meetings and Presentations**
- E. **Submittals and Reviews**
- F. **Production Cost Estimates**
- G. **Exhibit Evaluation**

- H. **Accessibility and Universal Design**
- I. **Exhibit Visualization**
- J. **Research and Resource Packages**
- K. **Content Management System**
- L. **Exhibit Text**
- M. **Exhibit Drawings**
- N. **Materials, Color and Finish Samples**
- O. **Graphic Layouts and Digital Files**
- P. **Reference Packages**
- Q. **Image Acquisition**
- R. **Object Preservation and Protection**
- S. **AV Software**
- T. **AV Hardware**
- U. **Touchable Mechanical Interactives**
- V. **Exhibit Structures**
- W. **Exhibit Gallery Lighting**
- X. **Prototypes**
- Y. **Production Support**

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 CAD 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.

6. **ACCESSIBILITY**

All work performed under this contract shall be in accordance with Attachment R *Draft* Programmatic Accessibility Standards for National Park Service Interpretive Media, dated November 2006. These standards are in the process of being finalized. Once finalized, the contract will be modified to add the final version.