

**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 400 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These department-wide contracts will provide parks with assistance in rehabilitating or replacing old and outdated exhibits or in producing new displays for parks with no exhibits.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 needs, prepare cost estimates for the work, plan, design, produce, and install exhibits.

2. **PURPOSE**

The purpose of these department-wide contracts is to establish nationwide support services for museum interpretive design-build exhibit services. These contracts respond to a need for "turn-key" services to plan, design, produce, and install all types of exhibits ranging from small temporary displays to major museum installations. Facilities in which exhibits may be located include contemporary visitor centers, contact stations, and historic structures such as homes, public buildings, forts, industrial buildings, and architectural monuments or memorials.

3. **SCOPE OF WORK**

Independently, and not as an agent of the government, the contractor shall provide all design-build exhibit services including labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract) necessary to provide the Department of the Interior with the development of museum interpretive exhibit planning, design, fabrication, and installation.

Exhibits include, but are not limited to, graphic panels, display cases, lighting systems, audiovisual presentations, interactive programs, photographs, murals, display transparencies, scale models, full size models, sculpted or cast human figures, dimensional maps and displays, topographic maps, dioramas, artifact mounts, interior signage, menu and bulletin boards, information desks, storage units, seating, sales display fixtures, and associated structural elements such as display walls, platforms, barriers, and other display support structures.

Under this contract, task orders are awarded for design-build exhibit services. The scope of work includes planning, design, production, and installation of interpretive exhibits. Expert project management skills are required to orchestrate the multiple creative, professional, and technical specialties necessary to complete a project. The contractor is responsible for all work required under this contract, including the work of all subcontractors.

A design-build exhibit services project requires many of the same work elements as a project that is planned and designed under one contract, then produced under a second contract. To maintain consistent standards for all National Park Service exhibit development, the design-build exhibit services scope of work uses many of the same specifications that have been developed for separate museum interpretive exhibit planning and design, museum interpretive exhibit production, and audiovisual contracts. However, the process in which these specifications are applied is different. See Attachment C, NPS Museum and Visitor Center design-build Process Flowchart and Summary Description for a description of the process.

The primary differences in a design-build exhibit services project that affect the development process include:

- The scope of work, cost, schedule, and personnel for production and installation are contractually agreed upon up front, prior to development of the design.

Since the production scope of work cannot be based on detailed design documents, other criteria shall be used, including: agreement on the nature of the completed exhibits (for example: whether the exhibit consists mostly of two dimensional graphic panels, if it is artifact rich, or if many interactive and audiovisual elements are required); identification of the general size, type, and configuration of the exhibit space; target cost for exhibit production (excluding planning and design); and the contractor's agreed upon level of effort during the Pre-Production, Production, Installation, and Closeout phases of work.

Although a fixed-price is negotiated before work begins, the contractor shall be responsible for preparing increasingly detailed production cost documentation throughout the project to insure that the value of the completed product is in line with the originally negotiated price and level of effort. Production cost documentation shall include lists or descriptions of materials, and functional characteristics of interactive elements, that are assumed as part of your production cost estimates.

- The contractor is responsible for managing the transition from planning and design to production.

Design-build exhibit services eliminate the tasks required to develop a formal solicitation package for production, and reduce the work needed to transition the project from planning and design to production. A streamlined coordination and transition process is used, allowing individual project elements to move into production as soon as they are ready, while giving additional development time to elements that need it without delaying the entire project.

To ensure continuity, accountability, and coordination, each member of the contractor's project team shall be available as needed throughout the entire project. For example, production specialists shall be consulted during the planning and design phases, and the project designers shall consult, review, and art direct during production and installation.

All work under this contract shall be performed as specified below, and in accordance with Attachments A through P as listed below and in Section J, List of Documents, Exhibits, and Other Attachments:

- Attachment A, National Park Service Standard Planning and Design Specifications;
- Attachment B, National Park Service Standard Exhibit Fabrication Specifications;
- Attachment C, National Park Service Museum & Visitor Center Exhibit Design/Build Process Flowchart and Summary Description;
- Attachment D, National Park Service Standard Specifications for Audiovisual Production;
- Attachment E, National Park Service Standard Specifications for Audiovisual Presentation Systems and Equipment;
- Attachment F, Programmatic Accessibility Standards for National Park Service Interpretive Media;
- Attachment G, NPS Exhibit Conservation Guidelines;
- Attachment H, NPS Editorial Style Guide;
- Attachment I, Museum Exhibit Planner sample reports, sample schedules, information, and pdf files;
- Attachment J, National Park Service Interpretive Development Program home page;
- Attachment K, National Park Service Evaluation Guidelines;
- Attachment L, National Park Service Release Form;
- Attachment M, Rehabilitation Act Amendments, Section 508 (Guidelines for Captioning and Audio Description);
- Attachment N, ADA and ABA Accessibility Guidelines for Buildings and Facilities;
- Attachment O, Sample Letter for Ordering Graphics and Requesting Use Rights, and Sample Letter for Requesting Use Rights; and

- Attachment P, Contractor's Comprehensive Plan including Project Management.

A. **Project Management**

The contractor shall assign a Project Manager to oversee the contract and shall also assign a Project Manager for each task order written under this contract to ensure that scheduling, coordination, oversight, and communication is effectively accomplished for all work produced and installed under this contract.

- (1) The contractor's Contract Project Manager shall be the primary point of contact between the contractor and the National Park Service (NPS) Contracting Officer and Contracting Officer's Representative (COR) for this contract. The Project Manager shall perform the following work:
  - (a) Notify the Contracting Officer and Contract COR of any changes to the contractor's business operations that affect work under this contract, including but not limited to:
    - (i) Changes to contractor's address, telephone, and other contact information.
    - (ii) Proposed changes to key personnel.
    - (iii) Workload or capacity issues affecting the ability of the contractor to accept additional work.
  - (b) Communicate with the Contracting Officer and Contract COR regarding major or broad issues affecting task orders written under this contract, including but not limited to:
    - (i) Clarification of work processes that are acceptable or unacceptable to the government under this contract.
    - (ii) Informing Contracting Officer and Contract COR of misunderstandings, inconsistencies, or conflicting instructions encountered when working with different parks and different task order CORs.
  - (c) Prepare and submit an electronic status report every six months which lists all active task orders by number and includes, at a minimum, the name of the park and/or client, type of work being performed and results achieved during

the reporting period, an indication of any current problems that may impede performance, the proposed corrective action, and the completion date.

- (2) The contractor's task order Project Manager shall be the primary point of contact between the contractor and task order COR for individual task orders and shall perform the following work:
  - (a) The contractor's task order Project Manager shall have full authority to act for the contractor on all matters relating to a specific task order. The Project Manager shall maintain contact with the task order COR as necessary, and shall:
    - (i) Be available to take or respond to telephone calls or electronic mail messages during normal hours of operation.
    - (ii) Establish office procedures to ensure that messages are properly relayed when the Project Manager is not directly available.
    - (iii) Respond to emergency messages from the COR on the same day they are received. All non-urgent messages from the COR shall be responded to in no less than two calendar days.
  - (b) Provide quality control to ensure that all elements of project work meet the requirements of the contract specifications as follows:
    - (i) Provide routine inspections of ongoing work.
    - (ii) Ensure that all modifications are implemented.
    - (iii) Ensure accuracy of content through research, and through reviews with subject matter experts, park staff, and COR as required.
    - (iv) Inform the COR of any issues that could affect work quality or schedule.
    - (v) Ensure that all work not acceptable or compliant with the specifications is corrected prior to review by the COR.
    - (vi) Oversee quality of all work during installation.

- (c) Track work progress to ensure that the project is completed according to the schedule. Coordinate and confirm the dates for all submittals, meetings, shipments, deliveries, and installation with the COR.
- (d) Travel as required in individual task orders, and attend meetings with the Contracting Officer, COR, park staff, and other project stakeholders.
- (e) Receive, inspect, and inventory all government-furnished materials and ensure that this material is forwarded to the appropriate unit or person within the contractor's organization for use in the project. The Project Manager shall notify the COR immediately if government-furnished materials are unsatisfactory for their intended purpose, not received in time to meet critical milestones, or damaged while in the contractor's possession.
- (f) Coordinate and ensure that all work is in accordance with the specifications referenced by this contract.
- (g) Coordinate with the architect, construction manager, and other project team members responsible for the facility into which exhibits will be installed.
- (h) Inspect completed exhibits, including the work 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.
- (i) Ensure that all exhibits are delivered and installed as scheduled. In the event that the COR reports problems during or after shipment, delivery, and/or installation, the Project Manager shall:
  - (i) 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
  - (ii) Ensure that approved corrections or repairs are made in a satisfactory manner within the time scheduled by the COR.

- (j) Compile, prepare, and forward a closeout package to the COR in accordance with Attachment B, National Park Service Standard Fabrication Specifications, Division 9, Project Closeout; Attachment D, National Park Service Audiovisual Production Specifications; Attachment E, National Park Service Multimedia Planning and Production with Install Specifications; and Attachment F, National Park Service Standard Specifications for Audiovisual Presentations Systems and Equipment.

**B. Pre-Design**

In Pre-Design, the contractor shall gain a clear understanding of the project's history, the park's resources, and the roles of other project team members and stakeholders. Work in this phase focuses on preparing a solid foundation for all work that follows, insuring that the project is logically structured, and it's goals are understood and realistically attainable within the budget, schedule, and other specified parameters.

- (1) Review all government-furnished materials and direct any concerns and questions to the COR.
- (2) Travel to Site as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (a) General project review, including discussion of the following:
    - (i) Contracting Officer and COR responsibilities.
    - (ii) Specifications and other work requirements.
    - (iii) Special contract requirements.
    - (iv) Correspondence procedures.
    - (v) Subcontractors.
    - (vi) Delays and extensions.
    - (vii) Contract modifications.
    - (viii) Changes.
    - (ix) Submittals.

- (x) Project schedule.
- (xi) Billing and payment procedures.
- (b) Orientation to park experience.
- (c) Identify and document media and object resources at park.
- (d) Inspect and document architectural space.
- (e) Conduct Exhibit Planning Workshop.
  - (i) Analyze space and propose recommendations.
  - (ii) Review existing planning documents.
  - (iii) Review and/or develop design criteria.
  - (iv) Review and/or develop themes, goals, and objectives.
  - (v) Define target audience.
  - (vi) Define the desired visitor experience.
  - (vii) Document results of workshop.
- (3) Identify sources for existing media resources, and develop Resource Package Abstract as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 10, Resource Packages.
- (4) Develop Project Brief including:
  - (a) Current overview of project, including updated information and understandings.
  - (b) Identification and analysis of all project goals in terms of their effect on the development and successful completion of the exhibit.
  - (c) Analysis of the media budget, including review and/or development of a Class C Production Estimate, project schedule, and all other known parameters on the development and successful completion of the project.

- (d) Life-cycle cost goals for ongoing operational expenses and cyclical maintenance costs for the exhibition.
- (5) Conduct Front-End Evaluation as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 7, Exhibit Evaluation.

C. **Schematic Design**

Work in this phase is organized into two sub-phases: Schematic I and Schematic II. Schematic I includes development of several alternative schemes for organizing both the interpretive content and physical layout of the exhibits. Schematic II includes development of a preferred alternative. Major stories, exhibit elements, and presentation techniques are illustrated and described.

- (1) Schematic I tasks include:
  - (a) Content Research
    - (i) Survey repositories of relevant resources.
    - (ii) Develop Resource Package Level I as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 10, Resource Packages.
  - (b) Conduct Charette as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (c) Develop Schematic I Document – unless otherwise specified in task order, develop three design alternatives including:
    - (i) Bubble diagrams as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 13.3, Exhibit Design Drawings.
    - (ii) Written descriptions, including how each design alternative accomplishes the established project goals.
    - (iii) Preliminary sketches.

- (iv) Class B Production Estimate and life-cycle cost estimates for each alternative as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 6, Production Cost Estimates.
  - (d) Present Schematic I Plan as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (e) Prepare and submit written response to COR review comments.
- (2) Schematic II tasks include:
- (a) Participate in NPS Value Analysis process as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (b) Develop and submit Schematic II Document with preferred design alternative including:
    - (i) Written exhibit walkthrough.
    - (ii) Overall design approach including:
      - (a) Media style and appearance.
      - (b) Universal design / accessibility approach as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 8 Accessibility, and NPS Access Guide.
    - (iii) Floor plan with individual exhibit areas and major elements identified, and sample elevations as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 13.3, Exhibit Design Drawings.
    - (iv) Exhibit visualizations as required in individual task orders, following specifications of Attachment A, National Park Service Standard Planning & Design Specifications, Section 9, Exhibit Visualization.

- (v) Resource Package Level II, with its content integrated into exhibit walkthrough description as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 10, Resource Packages.
  - (vi) Class B Production Estimate and life-cycle cost estimates for preferred alternative as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 6, Production Cost Estimates.
- (c) Present Schematic II Plan as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (d) Prepare and submit written response to COR review comments with next steps proposed.

D. **Design Development**

Work in this phase is organized into two sub-phases: Design Development I and Design Development II. Design Development I builds on the plan approved in the Schematic Design phase. Its emphasis is on confirming all major details of the design, and also includes continued content planning. Design Development II focuses heavily on developing all interpretive content in detail, with continued design refinement to insure effective presentation of the content within the exhibit.

- (1) Design Development I tasks include:
  - (a) Develop all individual exhibits including:
    - (i) Exhibit Design Drawings as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 13.4, Exhibit Design Drawings.
    - (ii) Sample graphic layouts / graphic approach / typography as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 15.3, Graphic Layouts and Digital Graphic Files.

- (iii) Propose material, finish, and color selections as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 14.4, Material, Color, and Finish Specifications.
- (b) Establish Content Management Database as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 11, Content Management, including entries for the following:
  - (i) Interpretive purpose or objective for each exhibit.
  - (ii) Text Level I as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 12, Text.
  - (iii) Major images.
  - (iv) Major artifacts and display objects.
  - (v) Major audiovisual and interactive elements.
  - (vi) Major specialty elements such as natural history models, taxidermy, topographic maps, architectural models, sculpted or cast human figures, custom mechanical and electromechanical devices.
- (c) Develop and submit Design Development I Report including:
  - (i) Overview including an exhibit walkthrough narrative.
  - (ii) Compilation of all Design Development I work elements listed in paragraphs (1)(a) and (1)(b) above.
  - (iii) Updated Class B Production Cost Estimate and life-cycle cost estimate as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 6, Production Cost Estimates. In addition, provide a list or description of materials and functional characteristics (i.e., for interactive elements) that are included in your Production Cost Estimate.

- (d) Present Design Development I Report as specified Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  - (e) Prepare and submit written response to COR review comments with next steps proposed.
- (2) Design Development II tasks include:
- (a) Prepare and submit Design Development II Report including:
    - (i) Database reports as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 11, Content Management including:
      - (a) Comprehensive Exhibit Plan.
      - (b) Image Schedule.
      - (c) Image Facsimile Sheets.
      - (d) Artifact and Display Object Schedules.
      - (e) Artifact and Display Object Facsimile Sheets.
    - (ii) Audiovisual and Interactive Multimedia Report including:
      - (a) Treatments for audiovisual programs and designs for interactive programs as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 19, Audiovisual and Computer Elements - Software.
      - (b) Identify equipment requirements for all audiovisual and interactive multimedia elements as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 20.3A, Audiovisual and Computer Elements – Equipment.

- (iii) Reference Packages for all custom elements requiring specialized creative or technical development. This includes, but is not limited to, maps, models, original artwork, photography, cast figures, and dioramas as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 16, Reference Packages for Custom Interpretive Elements. The Reference Packages shall provide information on the interpretive purpose, content, design and/or artistic style of the custom element for review and approval purposes.
  
- (b) Prepare and submit Design Development Graphic Layout Package including all draft text (Text Level II) as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 15.3, Graphic Layouts and Digital Graphic Files.
  
- (c) Prepare and submit updated Exhibit Design Drawings as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 13, Exhibit Design Drawings.
  
- (d) Prepare and submit updated Class B Production Cost Estimate and life-cycle cost estimate as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 6, Production Cost Estimates. In addition, update the list or description of materials and functional characteristics that are assumed in your Production Cost Estimate.
  
- (e) Present Design Development II Submittals as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 4, Travel, Meetings, and Presentations.
  
- (f) Prepare and submit written response to COR review comments.
  
- (g) Conduct Formative Evaluation as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 7, Exhibit Evaluation.

E. **Content Specialties**

By completion of Design Development, requirements shall have been identified for all exhibit content. Creation, acquisition, and preparation of this content for use in the exhibition shall commence as soon as the design direction has been finalized, enough information is available to guide the specialists who will be completing the work, and the COR reviews and furnished written approval. Content Specialty tasks include image acquisition, creation of original art, creation of audiovisual and interactive programs, acquisition and preparation of artifacts, and the creation of custom three-dimensional elements by artists and other technical specialists. Completion of each task must be scheduled to support the workflow established for Pre-Production, Production, and Installation.

- (1) Acquire all pre-existing images (such as historic photos and art, and stock photography) required for the exhibition as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 17, Image Acquisition including:
  - (a) Verify all image sources, availability and restrictions on use. Consult with COR to select replacement images where necessary.
  - (b) Negotiate and purchase use rights. Provide signed agreements or other appropriate documentation approved in advance by the COR.
  - (c) Obtain reproducibles (photographs, negatives, transparencies or image scans) of suitable quality for the intended use. Copies of these reproducibles shall become government property.
  - (d) Return all original images to the owners as required by the use agreement.
- (2) Commission or create original images, such as illustrations, photographs, and maps, for reproduction in the exhibition including:
  - (a) Finalize Reference Packages as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 16, Reference Packages for Custom Interpretive Elements.

- (b) Provide samples of work to COR for review of proposed artists, cartographers, or photographers if not previously submitted as part of the contractor's proposal.
  - (c) Establish a schedule with the COR for reviews of work-in-progress.
  - (d) Produce original art, photographs, negatives, transparencies or image scans of suitable technical and content quality for their intended use in the exhibition. The government shall own the original copies of all illustrations, and have unrestricted use rights to all original images produced under this contract as specified in this contract, Section G, Contract Administration Date, Item 12, Rights In Data – Special Works.
- (3) Commission or create original audiovisual programs and interactive multimedia programs for use in the exhibition including:
- (a) Finalize treatments for audiovisual programs and design requirements for interactive multimedia programs.
  - (b) Provide samples of work to the COR for review of proposed audiovisual and interactive multimedia program producers if not previously submitted as part of the contractor's proposal.
  - (c) Establish a schedule with the COR for reviews of work-in-progress.
  - (d) Produce original audiovisual and interactive multimedia programs of suitable technical and content quality for their intended use in the exhibition. All audiovisual programs shall conform to the development process and technical requirements as specified in Attachment D, National Park Service Audiovisual Production Specifications with Installation. All interactive multimedia programs shall conform to the development process and technical requirements as specified in Attachment E, National Park Service Multimedia Planning and Production with Installation Specifications.

- (e) Provide technical specifications for all equipment required for the presentation of all audiovisual and interactive multimedia programs in the exhibition in accordance with Attachment F, National Park Service Standard Specifications for Audiovisual Presentation Systems and Equipment.
- (4) Commission or create custom three-dimensional elements including, but not limited to, natural history models, taxidermy, topographic maps, architectural models, sculpted or cast human figures, custom electronic elements, specialty lighting, and mechanical and electromechanical elements including:
- (a) Finalize Reference Packages for custom elements as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 16, Reference Packages for Custom Interpretive Elements.
  - (b) Provide samples of work to the COR for review of proposed artists, sculptors, and other technical specialists proposed for fabrication of custom elements if not previously submitted as part of the contractor's proposal.
  - (c) Establish a schedule with the COR for reviews of work-in-progress.
  - (d) Produce custom three-dimensional elements, of suitable technical and content quality for their intended use in the exhibition.
- (5) To the extent specified in individual task orders, acquire and prepare artifacts for the exhibition as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 18, Object Preservation and Protection, and NPS Exhibit Conservation Guidelines including:
- (a) Finalize Artifact Schedule.
  - (b) Provide resumes of proposed conservators to the COR for review if not previously submitted as part of the contractor's proposal.
  - (c) Negotiate purchase or loan agreements for artifacts required for the exhibition that are not currently in the park's collection.

- (d) Coordinate storage and transportation of artifacts.
- (e) Establish artifact environmental requirements and coordinate with display case design and fabrication.
- (f) Using professionally accepted methods, repair damage and stabilize condition of artifacts as required to prepare them for display. A conservator shall be employed for this work.
- (g) Establish artifact mount requirements and coordinate with mount maker.

F. **Pre-Production**

Work in the Pre-Production phase includes all tasks necessary to prepare the approved design for production, including production planning, design and content revisions necessary for production, final graphic production files, shop drawings and technical specifications, production samples, prototypes, and mock-ups.

- (1) Finalize the planning for Production including:
  - (a) Prepare detailed Production and Installation schedule.
  - (b) Travel to project site and inspect the exhibit space; document all issues affecting exhibit installation.
  - (c) Submit Class A production budget and updated life-cycle cost estimate to COR for review and approval as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 6, Production Cost Estimates.
- (2) Revise all content and design details required for production including but not limited to:
  - (a) Substitution of materials due to availability and design changes.
  - (b) Corrections of design and content errors.
  - (c) Revisions required to accommodate the as-built exhibit space.

- (3) Organize all graphic source material for production and archiving as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 6.4, Graphics.
- (4) Prepare all graphic production files and submit printed proofs for review as specified in Attachment A, National Park Service Standard Planning & Design Specifications, Section 15.4B, 15.5, 15.6, Graphic Layouts and Digital Graphic Files.
- (5) Submit corrected, full-size paper proofs for all graphics as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 3.2.C.1a, Samples/Mock-ups/Prototypes.
- (6) Prepare all drawings and technical specifications for production as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 2, Fabrication Drawings.
- (7) Submit samples, prototypes, and mock-ups as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 3, Samples/Mock-ups/Prototypes.

G. **Production**

Work in the Production phase includes fabrication of structures, production of all graphics, acquisition of all equipment and other purchased items, completion of all content specialties, and integration of all elements of the exhibition in preparation for installation.

- (1) 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 as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 4, Exhibit Structures.
- (2) 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 as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 5, Electrical/Electronic.

- (3) Produce all exhibit graphics as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 6.8, 6.9, 6.10, and 6.11, Graphics.
- (4) Provide fabrication of artifact mounts, installation of artifacts into exhibit cases, and silica gel humidity ballast for conditioning of exhibit cases as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 7, Conservation Guidelines.

#### H. **Installation**

Work in the Installation phase includes demolition of existing fixtures, shipping, set-up and installation of all exhibit elements so that they are complete, fully operational, and ready for use as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 8, Setup and Installation. Basic preparation of the exhibit space, such as wall painting and installation of new floor covers shall be required as specified in individual task orders.

- (1) Provide site preparation, including demolition and removal of old exhibits, interior finishes and lighting fixtures, as specified in the task order.
- (2) Provide set-up of exhibits for inspection and demonstration prior to shipment to the site.
- (3) Provide installation of all elements designed, fabricated, and acquired under this contract.
- (4) Provide an operational training session, maintenance kit, manual, and instructional video to the park maintenance staff upon completion of the exhibit installation.

#### I. **Closeout**

Work in the Closeout phase includes preparation and organization all exhibit production material for submittal to the COR and closeout of the project as specified in Attachment B, National Park Service Standard Fabrication Specifications, Division 9, Project Closeout; Attachment D, National Park Service Audiovisual Production Specifications; Attachment E, National Park Service Multimedia Planning and Production with Install Specifications; and Attachment F, National Park Service Standard Specifications for Audiovisual Presentations Systems and Equipment.

- (1) Provide warranty service for defects in materials and workmanship for one year following final acceptance of project.
- (2) Provide Summative/Remedial Evaluation as specified in the task order in accordance with Attachment A, National Park Service Standard Planning & Design Specifications, Section 7, Exhibit Evaluation.
- (3) Provide photo documentation of the completed exhibit.