

Section C

Scope of Work

1. Summary: The Contractor shall furnish all necessary personnel, materials, equipment and related services as necessary to research, design, fabricate, test, deliver, install and make operative a series of interpretive exhibits for the Visitor Center and a companion traveling exhibit. The U.S. Army Corps of Engineers (Corps) exhibit portion of the visitor center shall encompass approximately 4,300 square feet and the traveling exhibit shall be approximately 200 square feet. These exhibits shall showcase the purpose and benefits of the Project with special emphasis on the structure component. The work shall be accomplished in the following phases:

Phase I – Review Previous Design Effort, Create Interpretative Plan and Develop Design Concept.

Phase II - Design Development.

Phase III - Final Exhibit Design, Text, Costs, Design Drawings and Specifications.

Phase IV - Fabrication and Pretest.

Phase V - Delivery, Installation, Run-Through, Manuals and Training.

2. Mission Statement, Central Theme Statement and List of Objectives for the Exhibits at Visitor Center.

a. **Mission Statement:** To provide a means of promoting the purpose and benefits of the Project with a special emphasis on the structure purpose. This shall allow the Corps to reach a broader audience and develop greater interest and support from our partners and customers.

b. **Central Theme:** Reacting to the Great Flood of 1927, the Corps built the Project to harness the Mississippi River and protect life along its path. An essential part of the Project, the structure prevents the river from changing its present course.

c. **Objectives:** Visitors to the Visitor Center shall:

1) Understand the need for the Project through the presentation of the river's natural and cultural history, project history and Corps history,

2) Understand the navigation and flood control functions of the Project,

3) Understand the specific relationship of the structure to the total Project and

4) Emerge with a positive attitude regarding the environmental benefits of the Project.

3. Definitions:

a. **Government.** The term Government is used to describe the Project and the District Office of the Corps.

b. MRTeam. This is the Government's interdisciplinary team of qualified professionals that possess relevant formal education and/or expertise and experience in interpretative planning, exhibit planning and design, graphics, communication, engineering, materials, structures and fabrication processes.

c. Contractor. The Contractor is that organization issued a contract by the Government and who has the responsibility of performing the duties governed by the specifications of this contract.

d. Contracting Officer's Representative (COR). This term identifies the person administering this contract on behalf of the Contracting Officer. The COR will be designated in writing upon award of this contract and a list of the various duties will be provided. The COR will represent the MRTeam and be the primary point of contact between the Contractor and the Government for questions and coordination regarding the specific tasks of this contract.

e. Visitor Center. A partnership that provides joint development and operation of interpretive services between the Government and the Hydroelectric Limited Partnership (HLP) for the Project and the Hydroelectric Power Station.

f. Building. The term building is used to describe the structure that currently exists at the Hydroelectric Station, city, state. This building will be expanded and customized to house the Visitor Center.

4. Phase I – Review Previous Design Effort, Create Interpretative Plan and Develop Design Concept.

a. Review Previous Design Effort. The Government has commissioned and received delivery of a design effort for the Visitor Center (see Attachment 1). This work was completed in April 2000. It is the Government's desire to have this effort critically reviewed and used as a resource by the design/fabrication team. The building footprint developed in this previous effort shall not be significantly changed (see Attachment 2). It shall be the responsibility of the Contractor to:

1) Evaluate the previous design effort, including traveling exhibit, using the review process the Contractor described in his proposal.

2) Recommend exhibit node elements for implementation as presented.

3) Recommend exhibit node elements that may have merit that can be enhanced.

4) Suggest rejection of exhibit node elements that have no merit.

5) Present alternate ideas.

Deliverable. A report on the findings and recommendations of the evaluation of the previous design effort. This review shall include the above items (1) through (5).

b. Create Interpretive Plan.

1) Create a general outline determining the why, what, who, how/where/when, implementation and operation, and the “so what” of the overall exhibit project. This shall be a collaborative effort with the MRTeam, requiring a visit to the District Office.

2) Use the mission statement, central theme and objectives, etc., to draft a story line development walk through. A visitor survey conducted by HLP will be provided as a resource when available.

3) Incorporate approved recommendations from the review of the previous design effort and written comments from the MRTeam.

Deliverable. The written interpretive plan.

c. Develop Design Concept.

1) Develop design concept for the visitor center exhibits using the interpretive plan.

2) Use, as a minimum, Freeman Tilden’s principles of effective interpretation to “*provoke, relate, reveal, address the whole and strive for message unity.*”

3) Address and list the learning, behavioral and emotional objectives of each exhibit.

4) Include thumbnail sketches and diagrams for exhibit ideas.

5) Use bubble plans to represent space relationships for passive and interactive exhibits with estimated space requirements.

6) Develop story line further.

Deliverables. A presentation of the design concept and a written report that includes the above items (1) through (6) shall occur at the District Office. The Government will perform a review and provide the Contractor with written comments. The Contractor shall incorporate these and provide the final design concept report.

5. Phase II - Design Development. The design development report shall present visitor flow patterns, exhibit and multimedia component ideas. The visitor center floor plan shall be fully developed and the report shall provide a complete story line walkthrough in a developed outline form, theater video story, developed concepts for exhibits (including the traveling exhibit) including narrative text outlines, proposed graphic and/or multimedia components, and detailed exhibit cost estimates. The exhibit ideas shall include preliminary elevation drawings with the listing of graphic and multimedia components for

each exhibit. Use of artifacts/objects, proposed colors, materials, finishes and typographic samples are to be included. The floor plan development shall require the Contractor to evaluate the existing building and the proposed expansion to ensure that it supports the requirements of the proposed exhibits.

Deliverables. The design development report and model as described below. The report shall be provided in written form and by presentation at the District Office. The Government will perform a review and provide the Contractor with written comments. The Contractor shall incorporate these and provide the final design development report.

a. The design development report shall provide sufficient detail for evaluation of the visitor experience, visual appearance, graphic treatment, interpretive content, fabrication feasibility and materials, and construction production techniques to be used.

1) The presentation-quality design development report shall include supporting illustrations and catalog cuts that describe the following information:

a) The visitor center's story line,

b) Display themes, sub-themes and objectives,

c) Drawings and a design notebook that provide a clear understanding of the overall size, appearance and organization of the exhibits, including the incorporation of graphics, artifacts and interactive portions of exhibits, and other media like film, audio, video, electronics or computer elements.

2) The narrative portion of the report shall describe the design philosophy along with appropriate visual material to communicate an understanding of how the design shall integrate the architecture, exhibit areas and furniture.

3) The presentation shall include a detailed floor plan, perspective drawings and artists' renderings of the Visitor Center interior areas and their spatial relationships. Also included shall be a sequential visual walk-through delineated enough to understand what the visitor experience will be. Demonstrations of proposed electronic and audio systems shall also be performed. Include full size sample text panel.

4) Accompanying the detailed floor plan, the Contractor shall provide comprehensive recommendations for control of environmental conditions, security requirements and storage space needs in the visitor center. The recommendations shall address electrical layout and lighting (both exhibit and general), humidity and temperature control, exhibit security and storage requirements. The purpose of these recommendations is to provide sufficient guidance to the architect(s) designing the visitor center modification to ensure that the facility shall meet the standards of the American Association of Museums and the physical requirements of the exhibits.

b. The Contractor shall present an exhibit concept model. Working from drawings produced for the concept stage and from photographs, sketches and other resource materials gathered on site visits, the Contractor shall prepare a simple presentation model for the development review phase. The model shall include all exhibits located in the exhibit space and shall provide an impressionistic view of color, texture and look of the exhibit space. At this stage, the model shall not be fully detailed as to graphic, type or general artifact placement. However, if there are artifacts or objects suggested for use in the exhibits that impact the space, these shall be shown. Unless otherwise specified, all components of the model shall be securely fastened in place for shipment of the model. The scale of the model should be between ¼" to ½" to the foot. The Contractor in consultation with the Government shall determine final scale. A clear cover to protect the model from dust, vandalism, etc. shall be included.

6. Phase III – Final Exhibit Design, Text, Costs, Design Drawings and Preliminary Specifications. In this phase the Contractor shall write and edit exhibit text, produce the exhibit notebook and the exhibit drawing package. The written specifications, sample boards and detailed estimate of all exhibit costs shall be prepared. Concurrently, the Contractor shall perform qualitative evaluation(s) of the exhibits to ensure exhibit objectives are achieved. The final plan shall include all corrections and revisions resulting from the Government’s review of the submittals.

Deliverables. This portion of the work shall be accomplished in three submittals; a preliminary package (75% completion), a draft final (95% completion) and a final package. The MRTeam will review and provide comments on each submittal. The Contractor shall incorporate review comments, corrections and revisions into each subsequent submittal. Deliverables in this phase shall include the exhibit text, exhibit notebook, exhibit drawing package, written specifications, sample boards, detailed cost estimates and a written evaluation report of exhibits.

a. Exhibit Text. The Contractor shall write final exhibit text for all audiovisual programs and exhibits. The Government must approve all text before it is installed in an exhibit or in an audio-visual program. The Contractor shall be responsible for ensuring correct spelling and grammar in all exhibit text. The Contractor shall be required to provide typed copies of the final script for all exhibit elements. Audio-visual scripts must include notations for the visuals, music and sound effects that accompany the programs.

b. Exhibit Notebook. Locate sources for graphic materials, artifacts, reproductions, etc. that are proposed for use in the exhibits. Develop subject matter, production and equipment requirements for electronic media such as video, interactive exhibits, lighting/sound and/or special effects. The Contractor shall produce and organize the exhibit notebook in the following manner:

1) Cover Page. Shall contain the name of the project, date, identification of Government, designers and space for Government approvals.

2) Table of Contents.

3) Exhibit Unit Pages. Shall be organized by individual exhibits that must be identified with exactly the same name and number as in the Exhibit Drawing Package. Each exhibit unit shall show its theme and objectives and shall identify its contents: labels, graphics, artifacts and objects, and audiovisual components.

4) Audiovisual/special effects, requirements for video, sound, special effects or other additional media shall be identified. The Contractor shall provide a detailed listing of all materials and equipment necessary to produce programs, interactive exhibits, lighting/sound and special effects and any other special labor or maintenance requirements necessary for operation of these elements. The Contractor shall include examples and sources of all graphic materials proposed for use and narrative scripts and/or story boards necessary for production of the programs. All audio presentations shall incorporate easily accessible silencing override switch.

5) Cross Reference Lists. All exhibit labels, graphics, artifacts and objects, and audiovisual components shall be organized into complete lists. This serves as a cross-reference for the material identified in the exhibit unit pages.

6) Graphic Facsimiles. This shall include copies of each of the graphics listed and the reference and resource materials available for production.

7) Artifact Facsimiles. This shall include copies of photographs of all exhibit artifacts and objects including catalogue numbers, measurements and weights. All artifacts, whether existing or to be acquired, shall be identified.

8) Standards/Specifications

a) Identification Numbers - every label, graphic, artifact, object, reproduction and exhibit element shall have an identification number. The numbered labels shall be in the following format: Labels = L-1, Graphics - G-1, Artifacts = A-1.

b) Graphics.

(1) Schedule. The schedule shall include the height and width as specified on the exhibit plan, the format (e.g., negative, print, artwork, etc.) intended use and location of source.

(2) Graphic Facsimiles. All graphics listed shall be represented by facsimiles that shall be the same as the original source, either black and white or color. Facsimiles shall be reproduced with white margins on all sides to hold crop marks. The Contractor shall crop all graphics and have the dimensions specified within the crop marks.

(3) Specialized Graphic Requirements. When the need for special graphic treatments (e.g. tinting of photographs, screens, cut outs, color separations, burning, dodging or retouching of the

negatives) or unusual procedures are desired, these requirements shall be listed on both the graphic list and the facsimile.

(4) Special Shapes/Cut Outs. When images are to be cut out or used within special shapes, the graphic facsimile shall be marked with the cut out line and specific directions provided as to the tightness of the cut out and edge treatment.

(5) Original Art. Production requirements for maps, charts, drawings, decorative treatments, etc., must be prepared for the exhibits and shall be listed on both the graphic listing and the facsimile. Existing production resource material shall be supplied or referenced on the facsimile or the requirement for obtaining resources noted. The Contractor shall provide a layout or sketch indicating special treatment, style, color and location of text, as well as text identification labels.

c) Resource Reference.

(1) Photography. When photography must be purchased for the exhibit, the location of the materials, the format, the cost of purchase, usage terms and the suppliers from which it can be ordered shall be noted on the facsimile. When photographs must be taken, a description of the subject matter, the interpretive intent of the photograph and any special directions or poses shall be described on a separate page with the graphic identification number. All photographs used within the visitor center shall be from the MR&T Project area and shall have identifying labels.

(2) Artwork. When artwork must be purchased or produced for the exhibit, such as full color illustrations, line art, maps, screen printing, etc., the facsimile shall contain all information regarding production of the work. When no facsimile exists, a graphic page shall be prepared with the identification number and all information regarding production of the art and final treatment in the exhibit. Any reference and resource material required for production of the work shall be listed.

d) Artifacts/Objects

(1) Artifact Schedule. The artifact schedule shall be used in the notebook and shall include the name, height, width, length and weight of the object, requirement for conservation, intended use and source location. All entries shall be typewritten.

(2) Artifact Facsimiles. A complete set of photograph copies of each artifact, object or reproduction shall be prepared. Information regarding the weight of the object, the height, width and length, and any special display or mounting considerations shall be on each page along with the photograph.

(3) Artifacts to be Acquired. All artifacts to be purchased or acquired shall be identified on the schedule and the facsimile pages. The source for the artifact, terms of usage and estimated cost shall be listed.

e) Electronic Media / Special Effects

(1) Video. The Contractor shall prepare a narrative script and storyboard for each video program. Location of specific image sources to be used in the program shall be listed.

(2) Interactive Exhibits/Special Effects. The Contractor shall define any special visual and/or sound requirements and include a listing of all equipment, fixtures, lamps and special requirements for lighting and wiring. The Contractor shall provide all software required to successfully operate any computer exhibit. The Contractor shall provide two (2) copies of all computer programs. One copy shall be the “master” that shall be used to reinstall the complete program into the computer in the event of a system failure.

c. Exhibit Drawing Package. The exhibit drawing package shall be produced and organized in the following manner:

1) Cover. Shall contain the title of the exhibit, name and location of project site, completion date, name of planner and designer, index of drawings and an approval block.

2) Site Plan. Shall contain a map or plan that indicates the location of the exhibits in the exhibit room and elsewhere in the building, exhibits in other locations and any signage or other elements outside the building. Existing site conditions that may have an impact on the fabrication or installation of exhibits shall be noted.

3) Floor Plan(s). Shall contain the exhibit floor plan, notes and identification of all exhibit unit names and letters of number on the floor plan.

4) Building/Room Modification Plan. Shall show the existing floor plan with all modifications. Number and key each element of all work and list the requirements. Locate each number in the appropriate place on the floor plan.

5) Exhibit Elevation Sheets. Shall include each exhibit unit identified by name and letter or number. Both the plan and elevation views of individual exhibit units shall be shown. Developed graphic details shall include all photographs, art, and materials, each with their exhibit identification number. Measurements of the panels and units shall be shown. Any fabrication specifications or special graphic treatments shall be noted on the drawings.

6) Other Media. Drawings representing additional media requirements shall specifically show location of hardware, lighting or other components as well as access and equipment areas. The Contractor shall clearly specify the special media requirements and treatments. Hardware required for the exhibits shall be listed on a schedule of hardware components.

7) Exhibit Structural Sheets. Shall include typical fabrication details or specific details for exhibit units and shall be keyed to their specific exhibit elevations. Materials and dimensions shall be shown.

8) Lighting and Electric Plan. Shall contain layout of lights, track lighting, connections, power sources, etc., and shall include a fixture schedule listing the number of all light fixtures, lamps, tracks and other necessary components required. This plan is to include all lighting requirements for building, e.g., ambient, emergency lights, etc. A current name, address and telephone number of the manufacturer shall be listed.

9) Artifact/Graphic Production Sheet. Shall contain both the artifact and graphic production list. All entries shall be typewritten.

10) Color/Material/Finish Schedule. Shall include colors, finishes and materials. Any requirements for additional furnishings, such as seating and off-the-shelf items, shall be shown on this page. Sources shall be listed.

11) Typographic Specifications. Shall include examples of all full size text set, indicating leading, word and letter spacing, and identification as to use in the exhibits. When uses of unusual type configuration, special text layouts or other unique embellishments are specified, full size examples are required.

12) Maintenance Access. Easy accessibility shall be designed into all exhibits for the maintenance of light bulbs, wiring, to change or clean exhibits, etc. Where access panels are accessible to the public, screws or locks shall be used to secure these panels. If locks are used, two (2) keys shall be provided to the Government.

13) Security Plan. Shall contain the exhibit floor plan, notes and identification of all security considerations and recommendations for exhibits and building.

14) Accessibility for the Disabled Plan. Accessible traffic flow shall be shown to ensure exhibits, seating, etc. have the appropriate clearances to accommodate the disabled as per Paragraph 11. Minimum clearances shall be clearly shown on the plan and separately tabulated by exhibit node.

15) Drawing Package Standards.

a) Drawings shall be submitted on standard 33" x 44" and 17" x 22" vellums for full-scale and half-scale respectively. Any variation in size shall require approval from the Government prior to preparation of final drawing package. Drawings shall have consistent line density and clear, legible lettering. Drawings that cannot be reproduced clear and legible at half-size will not be acceptable.

b) Drawing Scale and Dimensions. All dimensions 1' - 0" and over shall be indicated in feet and inches. Common industry measure shall be the standard, e.g., 48" pipe, 16" o.c. The following scales shall be used at all times:

? ? ? ?? ?" = 1' (minimum). Floor plans.

? ? ? ?? ?' to 1" = 1' (minimum). Plan and elevation views, isometrics, large wall sections to show murals, etc., typical type placement on graphic panels, sections.

Full-sized. Typographic Samples.

c) Computer Aided Drafting (CAD). Drawings shall be prepared via CAD systems. It shall be the Contractor's responsibility to provide a usable compact disk (CD) with each set of drawings and to correct any problems associated with materials stored on the CD. Each CD shall be identified with the project information, date and software used to produce the drawings. Project CD shall be considered Government property and shall be included as a part of the final project submission. The Contractor shall also supply any documentation in regards to formatting of the CD, use of the CD and any alterations, additions or modifications of the program used to produce the work. Standards for the preparation of drawings using AutoCAD files, for the proper conversion into Micro Station 95 format, are provided as Attachment 3.

d. Written Specifications. The Contractor shall develop working details and provide production instructions based on materials specifications, fabrication techniques and quality standards in the industry.

e. Sample Boards. The Contractor shall revise and update the color/material/finish sample boards prepared during the development phase to reflect any changes made during this stage of work.

f. Detailed Estimate. The Contractor shall prepare a detailed estimate of all costs for fabricating, shipping and installation of the exhibits and shall be specific regarding direct material costs and labor hours for each exhibit unit. Fees for the purchase of all graphic sources, artifacts, reproductions, lighting, furnishings and carpet shall be itemized. Separate costs shall be provided for planning and production of video programs, acquisition of graphic sources and licenses, programming electronic devices and related equipment.

g. Exhibit Evaluation Report. In order to maintain high quality interpretation, it is essential to critically appraise the effectiveness of the exhibits. Qualitative evaluation shall be based on the specific objectives of each exhibit and shall be conducted by or under the direction of an interpretive planner. By comparing an exhibit's objectives with its outcome, it can be determined whether the exhibit accomplished what it was intended to accomplish. For example, did the visitor walk away from a "Do Not Litter" exhibit with an understanding that littering is a bad thing. It is the Government's expectation that the evaluation shall assure visitor recognition of at least 75 percent of the exhibit's objectives. During the design process, the Contractor shall:

1) Test exhibits using the process the Contractor described in his proposal to evaluate whether they met the identified objectives of each exhibit.

2) Prepare a written evaluation report that includes the following:

- a) Title and a brief description.
- b) Description of the evaluation process.
- c) The objectives of the exhibit(s) (stated as questions).
- d) Results of the evaluation.
- e) How the results were used to improve the exhibits.

***Note: Drawings, all exhibit materials, colors, artwork, letter-type designs, etc. must be approved before any construction begins. Manufacturing of exhibits prior to Government approval shall be at the Contractor's risk. Exhibits not given prior approval could be rejected. Errors in fabricated exhibit text shall be corrected at the Contractor's expense.**

7. Phase IV - Fabrication and Pretest. In this phase the Contractor shall:

a. Complete fabrication of all exhibits and media components according to approved drawings, specifications and schedules.

b. Set up all exhibits and other media components at the Contractor's facility and conduct pretest to ensure:

- 1) All working parts of each exhibit work as intended.
- 2) All text is accurate with no spelling mistakes.
- 3) Make all corrections and adjustments required by the pretest.

c. Have exhibits ready for inspection by the Government.

8. Phase V –Delivery, Installation, Run-Through, Manuals and Training. In this phase the Contractor shall provide adequate transportation, personnel and equipment to:

a. Deliver (including loading and unloading) all exhibits, text panels, etc., to the Visitor Center, city, state.

b. Install and properly setup exhibits.

c. Perform run-through operation and make final adjustments. Make all corrections and adjustments required by the run-through and have exhibits ready for inspection and acceptance by the Government. No exhibits will be accepted unless they are properly installed, free of flaws and in working order.

d. Deliver Operation and Maintenance Manuals. The Contractor shall prepare an operation and maintenance manual (O&M Manual) for all interpretive exhibits resulting from this contract. Four (4) original O&M Manuals shall be furnished to the Government after final acceptance of the installed exhibits. The O&M Manuals shall be formatted on 8 1/2" wide by 11" high sheets bound on the left margins. Drawings, maps, schematics and layouts shall be accurate and folded to fit the format and bound for easy reference without removal from the binder. Each sheet in the binder shall be numbered. A table of contents and an index shall be provided for ready reference to data. All standard catalog cuts, manufacturer's printed data and/or descriptive literature, parts sheets, illustrations, etc., shall be either original manufacturer sheets or clear and durable copies. Complete technical data, instructions and parts catalogs shall be included for all mechanical, electrical and electronic equipment furnished as follows:

1) Operation Data. The operation data shall include specific operating instructions, a functional description of operating parts and special precautions or procedures to be considered.

2) Maintenance Data. The maintenance data shall include lubricating instructions; instructions for dismantling, assembly, repair and adjustment; electrical wiring diagrams; special cleaning materials and/or instructions and a list of special tool requirements.

3) Parts Catalogs. Information suitable for ordering replacement parts shall be included in the O&M Manual. All data shall match the actual equipment furnished and standard catalog sheets, cuts and diagrams shall have all irrelevant parts marked out. Parts not specially manufactured shall be identified in a manner allowing them to be readily ordered from local area industrial supply outlets. A list shall be provided that cross-references parts between catalog descriptions, instructions and their locations on the drawings.

4) Illustrated Parts Breakdown and Schematics. These shall be accurate, properly labeled and easy to follow.

e. Staff Training. The Contractor shall train on-site three to six (3 to 6) employees of the Government staff. Training shall take place upon completion of the installation of exhibits by the Contractor. The COR will determine adequate training time in consultation with the Government staff and the Contractor. Training shall cover the operation, maintenance and trouble-shooting of the interpretive exhibits included in this contract. The training shall provide the staff a working knowledge of the programs and features and how to maintain and fix them.

f. Warranty. For one (1) year from the date of the Government's final acceptance of the interpretive exhibits provided by this contract the Contractor shall repair and/or replace any deficiencies or defects whether warranted by a manufacturer or by the Contractor at the Contractor's expense.

g. Telephone Support. For two (2) years from the date of the Government's final acceptance of this contract, the Contractor shall provide technical support services for verbal and written correspondence, instruction and information pertaining to the performance of the exhibits at no additional cost to the Government.

Note: Storage. Although we are working closely with our partner, the building site may not be accessible to the Contractor due to the construction schedule. It may, therefore, become necessary for the Contractor to store all equipment and materials specified herein at his facility or at facilities leased at the Contractor's expense. The cost for storage time shall be a separate line item and bid on a monthly basis not to exceed 6 months. The Contracting Officer will exercise this option if and when needed.

9. Progress Meetings. The Contractor shall be required to visit the District Office or the visitor center site following the award of this contract a minimum of three (3) times. The purpose of these meetings is for the Contractor to acquire material, discuss progress and any problems that may arise. The COR will coordinate the scheduling of these meetings with the Contractor at least seven (7) days in advance. Progress meetings shall be conducted at no additional cost to the Government. These meetings shall occur during normal office hours, 8:00 a.m. through 4:00 p.m., Monday through Friday excepting federal holidays. These meetings are in addition to the meetings identified in Section F.

10. Coordination. The Visitor Center is a cooperative effort between the Government and the LHLP. During the term of this contract, LHLP is also developing an interpretive concept design for their portion of the visitor center. The LHLP is also responsible for expansion of the existing building to accommodate both interpretive programs. For these reasons, extensive coordination shall be required between the Government and the LHLP. The Government will serve as the conduit for all such coordination with LHLP and the Contractor is required to coordinate his planning and design exclusively with the COR.

11. Accessibility. All exhibits and interpretive media shall be designed to be fully accessible to all visitors, whether children, adults, or people with physical limitations. All exhibits must be fully compliant with the Rehabilitation Act of 1973, as amended, Army Regulation 600-7 and the Americans with Disabilities Act, at a minimum. Video productions that are captioned for the hearing-impaired shall have the capability of turning the captioning off when not needed.

12. Computer Files. Although the Contractor may utilize any computer platform, computer files of all final deliverables shall be provided in IBM Windows-based software formats. The Contractor shall provide computer disk(s) of the text of the final report in Microsoft Word for Windows format. For reports produced in a page layout program, the file format required is Adobe PageMaker. Database files shall be provided in .dbf format; spreadsheet files shall be provided in Microsoft Excel .xls format;

and CAD files shall be provided in Micro Station 95 format. In addition to the data files described above, the Contractor shall also submit fully integrated files (text and images/charts in a single un-editable document) in Adobe Acrobat (.pdf format). Each diskette shall be clearly labeled with the following information at a minimum: report title, report number, Contractors name, file names and format. The Contractor shall also supply a complete listing of all computer files submitted. This listing shall include file names, file types (software and version), disk number and file description (e.g. Chapter 1, Figure 5, design file overlay, etc.).

13. Clearance, Copyright and Ownership. The Contractor shall turn over to the Government full right to ownership and use without restrictions, all art, images and intellectual property, whether used in the final product or not. This shall include but is not limited to:

- a. Original writing including any slogans that may have been developed and text for communication products and pamphlets, newsletters, exhibit panels, etc.
- b. Icons and symbols created for any use as part of the contract work.
- c. Images of people or quotes by people. The Contractor shall provide release for unlimited use by the Government any photographs of people that may appear in print or electronic form, and/or sayings made by specific individuals.
- d. Photographs.
- e. Release for the work of actors, music and other talent.
- f. The Contractor relinquishes the work, originals and copies, of all items/products developed under this contract to the Government.
- g. All items/products used shall be free of the Contractor name, logos or other identifiers and of other corporate/company identifications.
- h. The Contractor may use photos and other graphic representations of the work for their own professional marketing purposes. Such representations shall be credited to the U.S. Army Corps of Engineers, "*Project Name*" Visitor Center.

14. Government Furnished Materials (after award of contract).

- a. Access to all slides, photographs and pertinent project information currently available in project files.
- b. Access to the Visitor Center and grounds. Visits shall be scheduled through the COR no less than seven (7) days in advance.

c. Access to available government publications for background information and periodic review of materials, scripts and exhibits by Government employees to guide the Contractor in providing the finished interpretive elements.

d. Corps Safety and Health Manual, EM 385-1-1, 3 September 1996.

e. Available artifact information from the District Office.

f. District staff with expertise in various fields can provide limited information. The Contractor should not assume that all necessary references, resource information, photographs, artifacts and/or taxidermy are available from the Government or that Government personnel will assist in acquiring information from other sources. Items not available from the Government will be provided at the Contractor's expense.

g. All reviews and acceptances will be in writing.

15. Deliverable Copies.

List of Deliverables	# of Master Copies	Medium	BW/Color
Phase I			
Report of Findings and Recommendations	10	Paper	BW
Interpretive Plan.....	10	Paper	BW
Design Concept	10	Paper	Both
Final Design Concept.....	10	Paper and CD.....	Both
Phase II			
Design Development Report.....	10	Paper	Both
Model.....	1	Model.....	N/A
Final Design Development Report.....	10	Paper and CD.....	Both
Phase III			
Preliminary Design Package.....	10	Paper	Both
Draft Final Design Package	10	Paper	Both
Final Design Package	4	Paper and CD.....	Both
Operation and Maintenance Manuals	4	Paper	Both