

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W81W3G-4126-7089		PAGE 1 OF 47	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W912DR-04-T-0079	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME WILLIAM EPPS		b. TELEPHONE NUMBER (No Collect Calls) 410-962-5610		6. SOLICITATION ISSUE DATE 18-May-2004	
9. ISSUED BY USAED - BALTIMORE 10 SOUTH HOWARD STREET BALTIMORE MD 21201		CODE W912DR		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A)		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
TEL: FAX:		SIC: 8422 SIZE STANDARD: 6.0M		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input checked="" type="checkbox"/>		12. DISCOUNT TERMS	
15. DELIVER TO TIOGA-HAMMOND/COWANESQUE LAKE PEPPINO J PERSIO RD 1, BOX 65 TIOGA PA 16946 TEL: (570)835-5281 FAX: (570)835-5422		CODE E1R0250		16. ADMINISTERED BY		13b. RATING -	
17a. CONTRACTOR/ OFFEROR		CODE		18a. PAYMENT WILL BE MADE BY		CODE	
TEL.		FACILITY CODE		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)			
				TEL: EMAIL:			
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	
						35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
						40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42a. RECEIVED BY (Print)			
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lump Sum		

EXHIBIT DESIGN FOR VIC AT TIOGA-HAMMOND
FFP

The Contractor shall furnish all necessary personnel (to include a Certified Interpretive Planner), materials, equipment and related services as necessary to research and design a series of interpretive exhibits for use at the Visitor Information Center (VIC), Tioga-Hammond and Cowanesque Lakes, Tioga, Pennsylvania.

Phase I - Create Interpretive Plan and Develop Design Concept/ Post Award Conference

Phase II - Design Development

POC (REQUESTOR) MS. DNIELLE HUFFMAN (570) 835-0124/ CORI BROWN (410) 962-6019

POC (VENDOR)

POC (CONTRACTING OFFICE) WILLIAM A. (TONY) EPPS (410) 962-5610/tony.epps@usace.army.mil

Note: Copies of the Solicitation can be download from the EBS Web Site (<https://ebs.nab.usace.army.mil>) Please contact Ms. Paul Schultz for any problem with the Web Site at (410) 962-4000. No Phone or Fax requests for a copy of solicitation will be accepted. All questions shall be submitted via email to my attention (Tony Epps). Bids can be submitted via email to my attention, faxed (410) 962-0933 or mailed to U.S. Army Corps of Engineers, Contracting Division, 10 South Howard Street, Baltimore, MD 21201-2530.

PURCHASE REQUEST NUMBER: W81W3G-4126-7089

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lump Sum		
OPTION	OPTION TO COMPLETE EXHIBIT DESIGN				
	FFP				
	The Contractor shall furnish all necessary personnel (to include a Certified Interpretive Planner), materials, equipment and related services as necessary to research and design a series of interpretive exhibits for use at the Visitor Information Center (VIC), Tioga-Hammond and Cowanesque Lakes, Tioga, Pennsylvania.				
	Phase III - Final Exhibit Design, Text, Costs, Design Drawings and Specifications				

PURCHASE REQUEST NUMBER: W81W3G-4126-7089

NET AMT

FOB: Destination

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 15-JUN-2004 TO 30-SEP-2004	N/A	TIOGA-HAMMOND/COWANESQUE LAKE PEPPINO J PERSIO RD 1, BOX 65 TIOGA PA 16946 (570)835-5281 FOB: Destination	E1R0250
0002	POP 01-OCT-2004 TO 30-JUL-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	E1R0250

CLAUSES INCORPORATED BY REFERENCE

52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.212-3 Alt I	Offeror Representations and Certifications--Commercial Items (Jan 2004) Alternate I	APR 2002
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2003
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.217-8	Option To Extend Services	NOV 1999
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.233-3	Protest After Award	AUG 1996
52.237-3	Continuity Of Services	JAN 1991
52.242-15	Stop-Work Order	AUG 1989
52.243-5	Changes and Changed Conditions	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.247-34	F.O.B. Destination	NOV 1991
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003
252.219-7011	Notification to Delay Performance	JUN 1998
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.232-7003	Electronic Submission of Payment Requests	JAN 2004
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.246-7000	Material Inspection And Receiving Report	MAR 2003

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JAN 2004)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

- (3) The name, address, and telephone number of the offeror;
 - (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
 - (5) Terms of any express warranty;
 - (6) Price and any discount terms;
 - (7) "Remit to" address, if different than mailing address;
 - (8) A completed copy of the representations and certifications at FAR 52.212-3;
 - (9) Acknowledgment of Solicitation Amendments;
 - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
 - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.
- (e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- (f) Late submissions, modifications, revisions, and withdrawals of offers:
- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.
 - (2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--
 - (A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
 - (B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or
 - (C) If this solicitation is a request for proposals, it was the only proposal received.
 - (ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1) The Index of Federal Specifications, Standards and Commercial Item Descriptions and the documents listed in it may be obtained from the General Services Administration, Federal Supply Service Bureau, Specifications Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC 20407 ((202) 619-8925).

(2) The DOD Index of Specifications and Standards (DODISS) and documents listed in it may be obtained from the Standardization Documents Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (telephone (215) 697-2569).

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://dodssp.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (APR 2004) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(c) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within sixty (60); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed July 20, 2005.

(End of clause)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002) - ALTERNATE I (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 712190.

(2) The small business size standard is 6.0m.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) (Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.) The offeror shall check the category in which its ownership falls:

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

Exhibits Specialist III @ \$19.38 per hour;
Illustrator III @ \$19.38 per hour;
Photographer III @ \$15.85 per hour;
Computer Operator @ \$14.26 per hour; and
Word Processor @ \$11.43 per hour.

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond [September 30, 2004](#). The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond [September 30, 2004](#), until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[HTTP://FARSITE.HILL.AF.MIL](http://FARSITE.HILL.AF.MIL)

(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[HTTP://FARSITE.HILL.AF.MIL](http://FARSITE.HILL.AF.MIL)

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2004) (DEVIATION)

(a) In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (DEVIATION) clause of this contract, the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

- 252.225-7014 Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).
- 252.247-7023 Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631)
- 252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

252.225-7000 BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (APR 2003)

(a) Definitions. Domestic end product, foreign end product, qualifying country, and qualifying country end product have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.

(b) Evaluation. The Government--

(1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and

(2) Will evaluate offers of qualifying country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program.

(c) Certifications and identification of country of origin.

(1) For all line items subject to the Buy American Act and Balance of Payments Program clause of this solicitation, the offeror certifies that--

(i) Each end product, except those listed in paragraph (c)(2) or (3) of this provision, is a domestic end product; and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The offeror certifies that the following end products are qualifying country end products:

(Line Item Number Country of Origin)

(Country of Origin)

(3) The following end products are other foreign end products:

(Line Item Number)

(Country of Origin) (If known)

(End of provision)

STATEMENT OF WORK

Section C

Scope of Work

C.1 Summary:

The Contractor shall furnish all necessary personnel (to include a Certified Interpretive Planner), materials, equipment and related services as necessary to research and design a series of interpretive exhibits for use at the Visitor Information Center (VIC), Tioga-Hammond and Cowanesque Lakes, Tioga, Pennsylvania. The U.S. Army Corps of Engineers (Corps) indoor exhibit portion of the VIC shall encompass approximately 1,000 square feet. These exhibits shall showcase the various opportunities available to the visitors, in addition to the purpose and benefits of the Tioga-Hammond and Cowanesque Lakes Flood Control Projects. The work will be accomplished in the following phases:

Phase I – Create Interpretive Plan and Develop Design Concept/ Post Award Conference

Phase II - Design Development

Phase III – Final Exhibit Design, Text, Costs, Design Drawings and Specifications

The contractor shall be required to work with the Contracting Office Representative (COR), L. Paxton Whipple and designated members of the Project Delivery Team (PDT) during the entire contract period. The PDT will consist of Tioga-Hammond and Cowanesque (THC) Lakes and Baltimore District staff members.

This contract provides for the planning and design of interpretive displays for the VIC. The work to be performed by the Contractor may include, but is not limited to, the following:

- Project management
- Conceptual level planning
- Natural history and historical research and writing
- Story line development to include:
 - Project purposes
 - a) Flood Control
 - b) Water Storage
 - c) Water quality
 - d) Natural Resource Management
 - e) Recreation
 - f) Visitor safety
 - g) History
- Graphics research
- Artifact identification and evaluation
- Floor plan development
- Design development
- Preliminary design of audio, video, electronic or computer elements
- Exhibit cost estimates

C.2 Mission Statement, Vision, and List of Objectives and Exhibit Guidelines for the Exhibits at the VIC

C.2.a Mission Statement: To provide a means of promoting the project purposes, visitor safety, history, natural resources and benefits of the Tioga-Hammond and Cowanesque Lakes Flood Control Project. This shall allow the Corps to reach a broader audience and develop greater interest and support from our partners and customers.

C.2.b Vision: To provide visitor information facilities that engage the public in an entertaining and educational experience that encourages a broader understanding and appreciation of the U.S. Army Corps of Engineers and the project.

C.2.c The interpretive objectives of the VIC are to:

- 1) Enhance the public's understanding of the multidimensional role of the Army and the Corps and their contributions to the Nation.
- 2) Enhance the public's understanding of the purpose and operation of the project, its archeological, historic, man-made, natural, and cultural features.
- 3) Develop public appreciation for the proper and safe use of project resources.
- 4) Foster the spirit of personal stewardship of public lands.
- 5) Orient the visitor to the project and its recreational opportunities.
- 6) Distinguish who the Corps is from other state and Federal natural resources management agencies
- 7) Relate on a personal level what the project means to them
- 8) Identify at least three purposes of the project
- 9) Learn about recreational opportunities available at the project
- 10) Gain an understanding of resource management practices and their benefits
- 11) Gain an understanding of flora and fauna of the project
- 12) Gain an understanding of the need to be stewards of our public lands and what they can do to help

C.2.d Visitor Services Objectives:

The goal of visitor services at Corps projects is to provide safe and healthful recreation opportunities while protecting and enhancing project resources. To promote and achieve that goal, services at the VIC should:

- 1) Orient visitors to specific activities and facilities available at the project
- 2) Give visitors sufficient information about activities/experiences at the project to match their own personal needs and limitations
- 3) Provide "you are here" directions for the center and its surroundings to minimize the need for directions given by site staff
- 4) Enhance the site with amenities such as trails, photo-op sites, and bird watching areas.
- 5) Encourage partnerships with local communities, agencies and organizations to enhance a sense of ownership of the project and promote regional tourism

C.2.e Exhibit Design Guidelines

- 1) All sub-themes will include at minimum one of the following elements:
 - an interactive exhibit
 - an audio or video element
 - a community interaction element
 - a changeable component
 - an exhibit targeted for pre-school age children
 - a designated resting space.
- 2) Wherever possible, exhibits should strive for a participatory element. Visitors like anything they can touch, feel, smell, pick up, climb on, etc.
- 3) Audio elements for exhibits should be less than 2 minutes long.
- 4) Text must be less than 50 words. Provocative headlines and graphics are encouraged.
- 5) High-tech exhibits must be durable and easy to repair using local resources, otherwise they are not encouraged. Two copies of operations and maintenance manuals must accompany all high-tech exhibits.
- 6) Text should be written at a fifth grade vocabulary level. It should relate to visitors' every-day lives.
- 7) Interactive computer exhibits should include an overhead monitor for viewing by larger audiences.
- 8) Where possible, make some exhibits portable for interpretation outreach.
- 9) Exhibits should complement, not compete with, other regional tourism attractions.
- 10) All exhibits shall be ADA accessible in accordance with current standards.

C.3 Purpose:

C.3.a To create educational, entertaining and visually dramatic interpretive exhibits, including, but not limited to computer interactives for the VIC for the following audiences:

- 1) Destination Visitors – Individuals and small groups coming for recreational entertainment and to gain knowledge about the project. Information that can be absorbed in a short period of time is important. However, this audience is inclined to take in more information if their interest is aroused. The exhibits' entertainment ability is important to this audience.
- 2) Organized Groups – School classes and other groups with educational interests. This audience will be interested in specific topics and in depth information. The exhibits will need to function as a tool to support interpreters' presentations. This requires the exhibits to have sound educational capacity.
- 3) Coincidental Audience – visitors coming for business with the management offices. These exhibits will be a quick, "one-shot", opportunity for this audience; therefore, they must capture enough attention to entice further investigation before leaving. To be effective, the exhibits should be broad scaled in content and large in their presentation. Therefore, the exhibits' visual dynamics will be extremely important since the information will be perceived in the most general terms

C.3.b The exhibits shall be designed for an interpretive VIC as opposed to a trade show or museum. In addition, the exhibits shall be designed using the following four basic principles of interpretation:

- 1) "Any Interpretation that does not somehow relate what is being displayed or described *to something within the personality or experience of the visitor will be sterile.*" In essence; the exhibit or display must connect or relate to a personal feeling, experience, and/or life style, of the visitor participating in the exhibit; to spark an interest, otherwise there will be nothing of interest, meaning or understanding to connect the story or to the individual/ visitor's interest. It will be meaningless.
- 2) "Information, as such, is not Interpretation. Interpretation is revelation based upon *information. But they are entirely different things. However, all Interpretation includes information.*" In essence; the exhibit can not just have text, with facts, figures and accurate information. An interpretive story or creative presentation, that uses the information, facts and figures, to reveal special qualities, deeper meaning and truth about the subject presented to the visitor.
- 3) "*The chief aim of Interpretation is not instruction, but provocation.*" In essence; the exhibit is not a textbook or lecture style of instruction, within a classroom, but is a discovery and adventure through the interpretive exhibit experience and education, which excites, entices and challenges the visitor to learn, discover and resume the quest or more knowledge.
- 4.) "*Interpretation should present a complete theme or thesis and address the whole person.*"
In essence; the exhibit should use a complete topic in a complete sentence structure and a whole story (not part of) to address and relate the story to the whole person (not just a phase or part) or audience. Knowledge of the audience is key. Knowledge of visitor demographics, motivations, desires and needs must be addressed to present the whole story to the whole person.

C.4 Phase I – Create Interpretive Plan and Develop Design Concept

C.4.a Create Interpretive Plan. In this phase, the Contractor shall attend an initial planning trip/post award conference with the Tioga-Hammond and Cowanesque Lakes VIC staff no later than 10 days after contract award. The contractor shall use the mission statement to draft a story line development walk through and 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 PDT, requiring a visit to the VIC.

C.4.1 Deliverable (1): The written interpretive plan.

The contractor shall prepare an interpretive plan. This will include a general outline describing the exhibits to include but not limited to the why, what, who, how/where/when, implementation and operation, and the “so what” of the overall exhibit project. The Government will perform a review and provide the Contractor with written comments. The Contractor shall incorporate these in the development of the design concept report.

C.4.2 Deliverable (2): Design Concept Report

A presentation of the design concept and a written report that includes the below items (a) through (g) shall occur at the VIC/Ranger Station. The Government will perform a review and provide the Contractor with written comments. The Contractor shall incorporate the approved recommendations and carry them over to the development of the floor plan and preliminary design.

- a.) Incorporate the approved recommendations from the PDT review of the Interpretive Plan review into developing the design concept.
- b.) Develop design concept for the VIC exhibits using the interpretive plan.
- c.) Use, as a minimum, Freeman Tilden’s principles of effective interpretation to “*provoke, relate, reveal, address the whole and strive for message unity.*”
- d.) Address and list the learning, behavioral and emotional objectives of each exhibit.
- e.) Include thumbnail sketches and diagrams for exhibit ideas.
- f.) Use bubble plans to represent space relationships for passive and interactive exhibits with estimated space requirements.
- g.) Develop story line further.

C.4.3 The contractor shall provide three (3) copies of each submittal for review by the Contracting Office Representative (COR) and PDT. Two copies will be sent to USACE Tioga-Hammond and Cowanesque Lakes, RR# 1 Box 65, Tioga, Pa 16946 Attn: Danielle Huffman. One copy will be sent to 10 S. Howard St., Baltimore, MD 21201 Attn: Cori Brown. The COR will return one (1) copy with approvals, changes and revisions noted.

C.5 Phase II - Design Development.

C.5.a The design development report shall present visitor flow patterns, exhibit and multimedia component ideas. The VIC floor plan shall be fully developed and the report shall provide a complete story line walkthrough in a developed outline form, developed concepts for exhibits 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 to ensure that it supports the requirements of the proposed exhibits.

C.5.1 Deliverable (3): Floor Plan and Preliminary Design Plan

The contractor shall incorporate the approved recommendations from the PDT Review from Phase I. The contractor shall then prepare a written report consisting of the floor plan and preliminary design plan and submit to the PDT for review. After the submission of the floor plan and preliminary design plan, the PDT will perform a review and provide written comments to the contractor.

C.5.2 Deliverables (4): Design development report and three-dimensional computer model

The contractor shall incorporate the approved recommendations from the PDT Review of the floor plan and preliminary design report into the design development report. The design development report shall be provided in written form and by presentation at the VIC/Ranger Station. 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.

C.5.2.a The presentation-quality design development report shall include supporting illustrations and catalog cuts that describe the following information:

- 1) The VIC’s story line
- 2) Display themes, sub-themes and objectives

- 3) 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.

C.5.2.b 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.

C.5.2.c The presentation shall include a detailed floor plan, perspective drawings and artists' renderings of the VIC interior and exterior 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.

C.5.2.d Accompanying the detailed floor plan, the Contractor shall provide comprehensive recommendations for control of environmental conditions, security requirements and storage space needs in the VIC. The recommendations shall address electrical layout and lighting (both exhibit and general), humidity and temperature control, exhibit security and storage requirements.

C.5.3 The Contractor shall present a three-dimensional computer model exhibit concept. 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 for the development review phase. The presentation 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.

C.5.4 Deliverable (5): Final Design Development Report

The PDT will perform a review and provide the Contractor with written comments. The Contractor shall incorporate these and provide the final design development report.

C.5.5 The contractor shall provide three (3) copies of each submittal for review by the COR and PDT. Two copies will be sent to USACE Tioga-Hammond and Cowanesque Lakes, RR# 1 Box 65, Tioga, Pa 16946 Attn: Danielle Huffman. One copy will be sent to 10 S. Howard St., Baltimore, MD 21201 Attn: Cori Brown. The COR will return one (1) copy with approvals, changes and revisions noted. Upon receipt of the reviewed Design Development Report proposal, the Contractor shall ensure that all corrections and revisions are made as noted.

C.6 Phase III – Final Exhibit Design, Text, Costs, Design Drawings and Preliminary Specifications.

C.6.a The contractor shall incorporate the approved recommendations from the PDT Review of the Final Design Development Report. In this phase the Contractor shall 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. The presentation will take place at the VIC.

C.6.1 Deliverable (6): Exhibit Text

The contractor shall be required to submit a written report as described below. The report will be reviewed by the PDT, and comments will be provided to the contractor. The contractor shall incorporate the approved recommendations from the PDT review. The Contractor shall write final exhibit text for all audiovisual programs and exhibits. 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.

C.6.2 Deliverable (7): Exhibit Notebook.

The contractor shall be required to submit a written report as described below. The report will be reviewed by the PDT, and comments provided to the contractor. The contractor shall incorporate the approved recommendations from the PDT review.

C.6.2.a The contractor shall 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, which 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 from the design development report, 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 VIC shall be from the Tioga-Hammond & Cowanesque Lakes Project area and shall have identifying labels. In the case where the Corps does not have a desired photograph, a stock photo which the contractor can legally obtain may be used.
 - (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) 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 define all software required to successfully operate any computer exhibit.

C.6.3 Deliverable (8): Exhibit Drawing Package

This portion of the work shall be accomplished in three submittals; a Draft #1 a Draft #2, and a Final package. The report will be reviewed by the PDT, and comments provided to the contractor. The contractor shall incorporate the approved recommendations from the PDT review. The PDT will review and provide comments on each draft 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.

C.6.3.a 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 VIC 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 or numbers 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. 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.
- 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, the appropriate clearances to accommodate the disabled. 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:

3" = 1' (minimum). Floor plans.

$\frac{1}{4}''-1''=1'$ (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) Drawings shall be prepared using an industry standard software package that is viewable on the Government's computers. 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..

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.

C.6.4 The contractor shall provide three (3) copies of each submittal for review by the COR and PDT. Two copies will be sent to USACE Tioga-Hammond and Cowanesque Lakes, RR# 1 Box 65, Tioga, Pa 16946 Attn: Danielle Huffman. One copy will be sent to 10 S. Howard St., Baltimore, MD 21201 Attn: Cori Brown The COR will return one (1) copy with approvals, changes and revisions noted. Upon receipt of the final exhibit design plan proposal, the Contractor shall ensure that all corrections and revisions are made as noted.

C.6.5 Progress Meetings. The Contractor shall be required to visit the VIC 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 presentations identified in the schedule of deliverables.

C.6.6 Accessibility. All exhibits and interpretive media shall be designed to be fully accessible to all visitors, whether children or adults. 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.

C.6.7 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. 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.).

C.6.8 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:

- Original writing including any slogans that may have been developed and text for communication products and pamphlets, newsletters, exhibit panels, etc.
- Icons and symbols created for any use as part of the contract work.
- 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.
- Photographs.
- Release for the work of actors, music and other talent.
- The Contractor relinquishes the work, originals and copies, of all items/products developed under this contract to the Government.
- All items/products used shall be free of the Contractor name, logos or other identifiers and of other corporate/company identifications.
- 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.

C.6.9 Government Furnished Materials (after award of contract).

- Access to all slides, photographs and pertinent project information currently available in project files.
- Access to the VIC and grounds. Visits shall be scheduled through the COR no less than seven (7) days in advance.
- 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.
- Corps Safety and Health Manual, EM 385-1-1, 3 November 2003.
- Available artifact information from the Baltimore District.
- 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 Contractors expense.
- All reviews and acceptances will be in writing.

C.6.10 Deliverable Copies.

List of Deliverables	# of Master Copies	Medium	BW/Color
Phase I			
Interpretive Plan	3	Paper.....	BW
Design Concept Report.....	3	Paper and CD.....	Both
Phase II			
Floor Plan & Preliminary Design	3	Paper.....	Both
Development Report			
Design Development/Computer Model Exhibit.....	3	Paper/Computer Model	Both
Final Design Development Report.....	3	Paper and CD.....	Both
Phase III			
Exhibit Text.....	3	Paper.....	Both

Exhibit Notebook	3	Paper.....	Both
Final Design Package	3	Paper and CD.....	Both

Section F

Schedule of Deliverables

<i>Deliverable Item</i>	<i>Type of Deliverable</i>	<i>Duration</i>	<i>Due Date (after award)</i>	
Phase I Content Development				
(1) Interpretive Plan	written report	4 weeks	4 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>5 weeks</i>	
(2) Final Design Concept Report	written report & presentation	2 weeks	7 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>8 weeks</i>	
Phase II Design Development				
(3) Floor Plans & Prelim. Design Plan	written report	2 weeks	10 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>11 weeks</i>	
(4) Design Development Report	written report, computerized model and presentation	3 weeks	14 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>15 weeks</i>	
(5) Final Design Development Report	written report & computer files		1 week	16 weeks
Phase III Final Exhibit Design				
(6) Exhibit Text	written report	2 weeks	18 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>19 weeks</i>	
(7) Exhibit Notebook	written report,	2 weeks	21 weeks	
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>22 weeks</i>	
(8) Exhibit Drawing Package-Draft 1	written report dwgs & computer files	3 weeks	25 weeks	
(incl. Written Specifications, Sample Boards, Detailed Estimates)Presentation				
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>2 weeks</i>	<i>27 weeks</i>	
Exhibit Drawing Package-Draft 2	written report dwgs & computer files	2 weeks	29 weeks	
(incl. Written Specifications, Sample Boards, Detailed Estimates)Presentation				
<i>PDT Review</i>	<i>written comments to contractor</i>	<i>1 week</i>	<i>30 weeks</i>	
Final Exhibit Drawing Package	written report, dwgs & computer files	2 weeks	32 weeks	

EVALUATION FACTORS

Section M

Evaluation Factors for Award

An offer will be selected for award based on the “best value” to the Government. This selection will be based on an integrated evaluation of the technical and price proposals as described below.

Technical Evaluation Team. The Contracting Officer has established a Technical Evaluation Team to conduct an evaluation of each proposal in response to this solicitation. The evaluation will be based exclusively on the merits and content of the proposal and any subsequent discussion required. The team will not consider any information incorporated by reference other otherwise referred to. PROPOSERS ARE ADVISED THAT AWARD MAY BE MADE WITHOUT DISCUSSIONS OF ANY KIND.

Technical Evaluation. Sufficient material must be included in the proposal to allow the Government to evaluate the technical features of the Offeror's proposal. If sufficient material for any items listed in Section L is not included in the proposal, the Offeror may receive a minimal rating for that evaluation item.

1 . Factor 1. Plan of Action and Statement of Understanding

a. Proposed plan of action for performance of the required work is comprehensive, implementable and creative in meeting the requirements of the scope of work. The plan of action provides for design originality, creativity, aesthetics, appropriateness, and workability.

b. Statement of understanding is consistent with the RFP and demonstrates the offeror's complete understanding of the work required under the contract.

2 . Factor 2. Past Performance

a. Prior experience of offeror's key personnel in performing design work of a similar nature and within similar budgetary and time constraints, including:

(1) Meeting creative expectations of clients.

(2) Successful inclusion of visitor involvement techniques and ensuring that the interpretive message of all exhibits is accessible to visitors with impairments.

(3) Successfully executing design development

(4) Completing projects on time and in budget.

b. Project samples submitted clearly document the technical capacity of the offeror's organization to perform the required work.

3 . Factor 3. Personnel Staffing / Production Capabilities

a. Professional qualifications, experience and capabilities of personnel in essential aspects of the project.

b. Experience with technical, state-of-the-art audiovisual and electronic equipment.

c. Demonstrated familiarity with the Corps of Engineers mission and the natural and cultural environment of the region.

d. Demonstrated familiarity with and experience in technical, complex and scientific topics as interpretive material.

e. Proposed staffing is sufficient and appropriate commitments of team members have been demonstrated.

f. Offeror's design capabilities are fully addressed assuring sufficient capacity to perform the required work.

g. Previous experience of key personnel in working with each other as a team on project(s) of similar scope and magnitude has been documented.

4 . Factor 4. Management Plan / Quality Control

a. An effective project management plan and structure for performance of the work is presented in the proposal.

b. The Quality Control provides adequate measure to ensure quality and timeliness. Management of subcontracted effort is well planned and described.

5 . Price Quotation. Price quotes will be evaluated but not scored or otherwise combined with the other aspects of the proposal evaluation.

6 . Award. The Government's decision for award will be made on an integrated assessment of the evaluation results as a whole. When the lowest-priced quote is rated highest on the other evaluation factors, it is the apparent best value. Where the lowest- price quote is not highest rated in the other evaluation factors, the government shall determine whether the difference in price is worth the difference in the other factors. Award may be made to a technically superior, higher-priced quote when it is determined that the technical difference is sufficiently significant to outweigh the price difference. Conversely, award may be

made to a lower-priced quote, lower technically rated proposal when it is determined that the cost premium involved in selecting a higher-priced quote, higher rated proposal is not justified.

7. **Relative Importance Of Evaluation Factors.** The four (4) technical evaluation factors are listed in descending order of importance. The combined weight of factors 1 through 4 is significantly greater than price. Sub-factors are also listed in descending order of importance.

WAGE RATES

WAGE DETERMINATION DECISION

OF THE SECRETARY OF LABOR

The following wage determination will be used to conform with the requirements of the Service Contract Act of 1965 (29 CFR 4) of the General Provisions:

Decision No. 94-2453 (Rev. 18) dated 30 June 2003

State(s): Pennsylvania

Areas: Pennsylvania COUNTIES OF Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming

WAGE DETERMINATION NO: 94-2453 REV (18) AREA: PA, SCRANTON

WAGE DETERMINATION NO: 94-2453 REV (18) AREA: PA, SCRANTON

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
| WASHINGTON D.C. 20210

William W.Gross | Division of | Wage Determination No.: 1994-2453
Director | Wage Determinations | Revision No.: 18
| | Date Of Last Revision: 06/30/2003

State: Pennsylvania
Area: Pennsylvania Counties of Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	8.93
01012 - Accounting Clerk II	11.11
01013 - Accounting Clerk III	12.76
01014 - Accounting Clerk IV	14.33
01030 - Court Reporter	11.24
01050 - Dispatcher, Motor Vehicle	10.02
01060 - Document Preparation Clerk	10.10
01070 - Messenger (Courier)	8.41
01090 - Duplicating Machine Operator	10.10
01110 - Film/Tape Librarian	9.87
01115 - General Clerk I	8.29
01116 - General Clerk II	10.66
01117 - General Clerk III	11.63
01118 - General Clerk IV	14.73
01120 - Housing Referral Assistant	13.63
01131 - Key Entry Operator I	8.76

01132	- Key Entry Operator II	10.29
01191	- Order Clerk I	11.07
01192	- Order Clerk II	14.16
01261	- Personnel Assistant (Employment) I	9.27
01262	- Personnel Assistant (Employment) II	11.74
01263	- Personnel Assistant (Employment) III	12.97
01264	- Personnel Assistant (Employment) IV	14.66
01270	- Production Control Clerk	14.05
01290	- Rental Clerk	8.97
01300	- Scheduler, Maintenance	9.93
01311	- Secretary I	9.93
01312	- Secretary II	11.31
01313	- Secretary III	13.63
01314	- Secretary IV	14.86
01315	- Secretary V	16.49
01320	- Service Order Dispatcher	10.01
01341	- Stenographer I	9.44
01342	- Stenographer II	11.01
01400	- Supply Technician	13.25
01420	- Survey Worker (Interviewer)	10.22
01460	- Switchboard Operator-Receptionist	8.62
01510	- Test Examiner	11.31
01520	- Test Proctor	11.31
01531	- Travel Clerk I	9.77
01532	- Travel Clerk II	10.24
01533	- Travel Clerk III	10.93
01611	- Word Processor I	8.77
01612	- Word Processor II	10.95
01613	- Word Processor III	12.25
03000	- Automatic Data Processing Occupations	
03010	- Computer Data Librarian	10.81
03041	- Computer Operator I	11.25
03042	- Computer Operator II	12.65
03043	- Computer Operator III	15.27
03044	- Computer Operator IV	15.92
03045	- Computer Operator V	17.66
03071	- Computer Programmer I (1)	12.85
03072	- Computer Programmer II (1)	15.60
03073	- Computer Programmer III (1)	19.36
03074	- Computer Programmer IV (1)	23.19
03101	- Computer Systems Analyst I (1)	21.91
03102	- Computer Systems Analyst II (1)	25.63
03103	- Computer Systems Analyst III (1)	27.62
03160	- Peripheral Equipment Operator	12.43
05000	- Automotive Service Occupations	
05005	- Automotive Body Repairer, Fiberglass	14.23
05010	- Automotive Glass Installer	13.29
05040	- Automotive Worker	13.29
05070	- Electrician, Automotive	13.81
05100	- Mobile Equipment Servicer	12.41
05130	- Motor Equipment Metal Mechanic	14.23
05160	- Motor Equipment Metal Worker	13.29
05190	- Motor Vehicle Mechanic	14.23
05220	- Motor Vehicle Mechanic Helper	11.95
05250	- Motor Vehicle Upholstery Worker	12.85
05280	- Motor Vehicle Wrecker	13.29
05310	- Painter, Automotive	13.81
05340	- Radiator Repair Specialist	13.30
05370	- Tire Repairer	11.99
05400	- Transmission Repair Specialist	14.23
07000	- Food Preparation and Service Occupations	
(not set)	- Food Service Worker	8.09
07010	- Baker	10.12
07041	- Cook I	9.47
07042	- Cook II	10.12
07070	- Dishwasher	8.09
07130	- Meat Cutter	10.12
07250	- Waiter/Waitress	8.41
09000	- Furniture Maintenance and Repair Occupations	
09010	- Electrostatic Spray Painter	13.81
09040	- Furniture Handler	12.58

09070	- Furniture Refinisher	15.19
09100	- Furniture Refinisher Helper	13.15
09110	- Furniture Repairer, Minor	14.09
09130	- Upholsterer	13.81
11030	- General Services and Support Occupations	
11030	- Cleaner, Vehicles	8.28
11060	- Elevator Operator	8.83
11090	- Gardener	9.88
11121	- House Keeping Aid I	7.77
11122	- House Keeping Aid II	8.83
11150	- Janitor	8.83
11210	- Laborer, Grounds Maintenance	8.95
11240	- Maid or Houseman	7.77
11270	- Pest Controller	10.28
11300	- Refuse Collector	9.28
11330	- Tractor Operator	9.65
11360	- Window Cleaner	9.64
12000	- Health Occupations	
12020	- Dental Assistant	11.48
12040	- Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.48
12071	- Licensed Practical Nurse I	11.56
12072	- Licensed Practical Nurse II	12.98
12073	- Licensed Practical Nurse III	12.98
12100	- Medical Assistant	10.27
12130	- Medical Laboratory Technician	12.98
12160	- Medical Record Clerk	10.26
12190	- Medical Record Technician	14.22
12221	- Nursing Assistant I	8.12
12222	- Nursing Assistant II	9.13
12223	- Nursing Assistant III	9.96
12224	- Nursing Assistant IV	11.18
12250	- Pharmacy Technician	12.97
12280	- Phlebotomist	12.98
12311	- Registered Nurse I	15.47
12312	- Registered Nurse II	18.91
12313	- Registered Nurse II, Specialist	18.91
12314	- Registered Nurse III	22.88
12315	- Registered Nurse III, Anesthetist	22.88
12316	- Registered Nurse IV	27.43
13000	- Information and Arts Occupations	
13002	- Audiovisual Librarian	13.42
13011	- Exhibits Specialist I	13.38
13012	- Exhibits Specialist II	18.21
13013	- Exhibits Specialist III	20.48
13041	- Illustrator I	13.38
13042	- Illustrator II	18.08
13043	- Illustrator III	20.48
13047	- Librarian	18.40
13050	- Library Technician	11.24
13071	- Photographer I	12.03
13072	- Photographer II	13.89
13073	- Photographer III	18.91
13074	- Photographer IV	23.39
13075	- Photographer V	28.31
15000	- Laundry, Dry Cleaning, Pressing and Related Occupations	
15010	- Assembler	7.87
15030	- Counter Attendant	7.87
15040	- Dry Cleaner	9.86
15070	- Finisher, Flatwork, Machine	7.87
15090	- Presser, Hand	7.87
15100	- Presser, Machine, Drycleaning	7.87
15130	- Presser, Machine, Shirts	7.87
15160	- Presser, Machine, Wearing Apparel, Laundry	7.87
15190	- Sewing Machine Operator	10.63
15220	- Tailor	11.41
15250	- Washer, Machine	8.24
19000	- Machine Tool Operation and Repair Occupations	
19010	- Machine-Tool Operator (Toolroom)	14.57
19040	- Tool and Die Maker	16.38
21000	- Material Handling and Packing Occupations	
21010	- Fuel Distribution System Operator	14.00

21020	- Material Coordinator	14.75
21030	- Material Expediter	14.75
21040	- Material Handling Laborer	12.20
21050	- Order Filler	10.45
21071	- Forklift Operator	13.42
21080	- Production Line Worker (Food Processing)	13.08
21100	- Shipping/Receiving Clerk	10.49
21130	- Shipping Packer	11.54
21140	- Store Worker I	11.30
21150	- Stock Clerk (Shelf Stocker; Store Worker II)	12.94
21210	- Tools and Parts Attendant	14.63
21400	- Warehouse Specialist	14.63
23000	- Mechanics and Maintenance and Repair Occupations	
23010	- Aircraft Mechanic	15.65
23040	- Aircraft Mechanic Helper	13.15
23050	- Aircraft Quality Control Inspector	16.13
23060	- Aircraft Servicer	14.09
23070	- Aircraft Worker	14.56
23100	- Appliance Mechanic	15.19
23120	- Bicycle Repairer	12.38
23125	- Cable Splicer	18.00
23130	- Carpenter, Maintenance	15.88
23140	- Carpet Layer	14.56
23160	- Electrician, Maintenance	18.94
23181	- Electronics Technician, Maintenance I	17.73
23182	- Electronics Technician, Maintenance II	18.66
23183	- Electronics Technician, Maintenance III	20.61
23260	- Fabric Worker	12.81
23290	- Fire Alarm System Mechanic	15.65
23310	- Fire Extinguisher Repairer	13.62
23340	- Fuel Distribution System Mechanic	15.65
23370	- General Maintenance Worker	13.52
23400	- Heating, Refrigeration and Air Conditioning Mechanic	15.17
23430	- Heavy Equipment Mechanic	14.97
23440	- Heavy Equipment Operator	16.38
23460	- Instrument Mechanic	16.38
23470	- Laborer	10.23
23500	- Locksmith	15.19
23530	- Machinery Maintenance Mechanic	15.35
23550	- Machinist, Maintenance	14.89
23580	- Maintenance Trades Helper	13.15
23640	- Millwright	18.00
23700	- Office Appliance Repairer	16.71
23740	- Painter, Aircraft	15.53
23760	- Painter, Maintenance	16.44
23790	- Pipefitter, Maintenance	17.37
23800	- Plumber, Maintenance	16.97
23820	- Pneudraulic Systems Mechanic	15.65
23850	- Rigger	15.65
23870	- Scale Mechanic	14.56
23890	- Sheet-Metal Worker, Maintenance	16.64
23910	- Small Engine Mechanic	15.23
23930	- Telecommunication Mechanic I	16.90
23931	- Telecommunication Mechanic II	17.40
23950	- Telephone Lineman	16.90
23960	- Welder, Combination, Maintenance	14.23
23965	- Well Driller	15.65
23970	- Woodcraft Worker	15.65
23980	- Woodworker	12.73
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	8.22
24580	- Child Care Center Clerk	10.24
24600	- Chore Aid	8.22
24630	- Homemaker	12.03
25000	- Plant and System Operation Occupations	
25010	- Boiler Tender	18.00
25040	- Sewage Plant Operator	16.25
25070	- Stationary Engineer	18.00
25190	- Ventilation Equipment Tender	13.15
25210	- Water Treatment Plant Operator	15.38
27000	- Protective Service Occupations	

(not set) - Police Officer	20.49
27004 - Alarm Monitor	11.06
27006 - Corrections Officer	17.69
27010 - Court Security Officer	18.18
27040 - Detention Officer	17.69
27070 - Firefighter	16.75
27101 - Guard I	7.76
27102 - Guard II	12.17
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	14.52
28020 - Hatch Tender	14.52
28030 - Line Handler	14.52
28040 - Stevedore I	12.84
28050 - Stevedore II	13.80
29000 - Technical Occupations	
21150 - Graphic Artist	18.05
29010 - Air Traffic Control Specialist, Center (2)	29.93
29011 - Air Traffic Control Specialist, Station (2)	20.64
29012 - Air Traffic Control Specialist, Terminal (2)	22.73
29023 - Archeological Technician I	14.10
29024 - Archeological Technician II	15.87
29025 - Archeological Technician III	19.59
29030 - Cartographic Technician	19.69
29035 - Computer Based Training (CBT) Specialist/ Instructor	21.91
29040 - Civil Engineering Technician	17.81
29061 - Drafter I	10.23
29062 - Drafter II	11.64
29063 - Drafter III	15.93
29064 - Drafter IV	19.59
29081 - Engineering Technician I	11.77
29082 - Engineering Technician II	13.39
29083 - Engineering Technician III	18.06
29084 - Engineering Technician IV	22.37
29085 - Engineering Technician V	26.44
29086 - Engineering Technician VI	33.34
29090 - Environmental Technician	16.92
29100 - Flight Simulator/Instructor (Pilot)	25.63
29160 - Instructor	18.95
29210 - Laboratory Technician	13.72
29240 - Mathematical Technician	19.46
29361 - Paralegal/Legal Assistant I	14.08
29362 - Paralegal/Legal Assistant II	16.56
29363 - Paralegal/Legal Assistant III	20.20
29364 - Paralegal/Legal Assistant IV	24.52
29390 - Photooptics Technician	20.21
29480 - Technical Writer	19.54
29491 - Unexploded Ordnance (UXO) Technician I	19.02
29492 - Unexploded Ordnance (UXO) Technician II	23.01
29493 - Unexploded Ordnance (UXO) Technician III	27.58
29494 - Unexploded (UXO) Safety Escort	19.02
29495 - Unexploded (UXO) Sweep Personnel	19.02
29620 - Weather Observer, Senior (3)	15.17
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	13.56
29622 - Weather Observer, Upper Air (3)	13.56
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	13.38
31260 - Parking and Lot Attendant	9.59
31290 - Shuttle Bus Driver	12.28
31300 - Taxi Driver	9.59
31361 - Truckdriver, Light Truck	11.16
31362 - Truckdriver, Medium Truck	12.02
31363 - Truckdriver, Heavy Truck	16.63
31364 - Truckdriver, Tractor-Trailer	16.63
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	8.75
99030 - Cashier	6.70
99041 - Carnival Equipment Operator	9.07
99042 - Carnival Equipment Repairer	9.47
99043 - Carnival Worker	8.09
99050 - Desk Clerk	8.22
99095 - Embalmer	19.02

99300 - Lifeguard	9.26
99310 - Mortician	17.39
99350 - Park Attendant (Aide)	11.63
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.67
99500 - Recreation Specialist	11.36
99510 - Recycling Worker	11.47
99610 - Sales Clerk	8.32
99620 - School Crossing Guard (Crosswalk Attendant)	8.09
99630 - Sport Official	8.05
99658 - Survey Party Chief (Chief of Party)	12.69
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.54
99660 - Surveying Aide	8.48
99690 - Swimming Pool Operator	11.13
99720 - Vending Machine Attendant	9.98
99730 - Vending Machine Repairer	11.13
99740 - Vending Machine Repairer Helper	9.98

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 10 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the

following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

CCR

DEPARTMENT OF THE ARMY

**BALTIMORE DISTRICT, CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE, MARYLAND 21203-1715**

CENAB-CT

June 5, 2002

MEMORANDUM FOR ALL CONTRACTORS

SUBJECT: Central Contractor Registration (CCR)

1. Reference memorandum, CEDB, dated June 26, 1997, subject: Central Contractor Registration.

2. The purpose of this memorandum is to advise all contractors that your company must be registered in the CCR or you will not be awarded a Federal contract.

3. The Debt Collection Improvement Act of 1996, requires Federal agencies to have the Taxpayer Identification Number (TIN) for every contractor and to pay every contractor through electronic funds transfer. The CCR registration was also created to be the single source of contractor data for the entire DoD, to avoid administrative duplication and allow contractors to take responsibility for the accuracy of their own business information supplying it through a single registration.

4. CCR allows Federal Government contractors to provide basic information, capabilities, and financial information one time to the government. This requirement applies to all solicitations and awards. The only exemptions will be for purchases made with the Government wide commercial purchase card, contracting offices located outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.

5. The Department of Defense (DoD) has implemented the capability for contractors to register in the CCR through the World Wide Web. For information regarding CCR registration, the CCR Web site may be accessed at <http://www.ccr.gov/index.cfm>.

Other information regarding registration can be obtained through CCR Assistance Center (CCRAC) at 1-888-227-2423. A paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414. (Note: Companies that do not wish to conduct electronic commerce with the Federal Government at this time can reduce the amount of information they must provide by answering "no" to the question "Are you Electronic Data Interchange capable?")

6. Effective immediately, the use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.

- Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet. Dun & Bradstreet can be contacted at 1-800-333-0505.

CENAB-CT
SUBJECT: Central Contractor Registration (CCR)

- Vendors that are currently registered in CCR using a DUNS+4 number for reasons other than mentioned above will be contacted by a CCR Team designated to assist in the change. Until at time, all registrations using the DUNS+4 are considered active and complete. The DUNS+4 vendors require no action until they receive instruction from the designated CCR Team.

7. This memorandum supersedes CENAB-CT memorandum, dated 1 January 2002,
Subject: Central Contractor Registration (CCR).

James J. Rich
JAMES J. RICH, PhD.
Chief, Contracting Division

SECTION L INSTRUCTION TO OFFER

Section L
Instructions to Offerors

SUBMISSION REQUIREMENTS.

The offeror's proposal must be submitted in two parts: a technical proposal and a price proposal. Each of the parts shall be separate and complete so that evaluation of each may be accomplished independently. The technical and price proposals shall be submitted in an original and two (2) color copies each. The technical proposal as a factor is approximately 90% of the total proposal, while cost will be 10%.

1. Proposals shall be submitted in two separate volumes, technical and cost. Only one (1) cost proposal/technical proposal may be submitted by each offeror.
2. The offeror's name, address, signature, etc., shall appear on any document to be evaluated.
3. The offeror's proposal shall be specified and complete, and should demonstrate a thorough understanding of the requirements.
4. The offeror's proposal must be signed by an official authorized to bind your organization and be accompanied by a statement to the effect that the proposal is firm for a period of no less than 90 days after the date of the offer.
5. Proposals must set forth full, accurate and complete information as required by this Request for Proposal (including enclosures). The penalty for making false statements in proposals is described in 18 U.S.C. 1001.
6. Marking of Proposals – Identifying Proprietary Technical Data or Confidential Commercial or Financial Data. If the proposer wishes to protect from disclosure any trade secrets or privileged or confidential commercial or financial information incorporated in the proposal, each page, including each line or paragraph thereof, containing such information must be specifically marked to identify such data and the cover sheet must be marked with the following notice:

NOTICE: The data contained in pages ___ of this proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential commercial or financial information, and such data shall be used or disclosed only for evaluation purposes, provided that if a contract is awarded to this proposer as a result or in connection with the submission of this proposal, the government shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the Government's right to use or disclose data obtained without restriction from any source, including the proposer. References to the notice should be placed on each page where the Notice applies. The Government assumes no liability for disclosure or use of unmarked data, and may use or disclose such data for any purpose.
7. A floor plan delineating the space and uses within the Visitor Information Center (VIC) is attached for use by prospective offerors.

Technical Proposal

1. Offerors are required to submit a comprehensive and complete technical proposal that demonstrates their ability to perform the work described in this solicitation. Offerors are cautioned to be responsive to all of the requirements of Section C (Scope of Work) and provide sufficient information to allow evaluation of the proposals per Section M (Evaluation Factors for Award).
2. The technical proposal is expected to contain written and visual material. It must be succinct, well written and presented in a clear straightforward manner in an 8.5" x 11" format. Pages containing text shall be double-spaced typewritten with a 1.5 inch minimum margin on the bound side. Proposals shall be loosely bound, but not loose. Three ring binders are recommended, however, other similar devices are acceptable. Proposals shall not be permanently bound, since portions of the accepted proposals will be incorporated into the final contract document.
3. The technical proposal shall acknowledge performing work according to Section F, Schedule of Deliverables. It should include the period of performance, the projected duration in days for each phase including time for preparing and submitting required reports, delivery schedules of all items, and personnel assignments. No prices for these time estimates are to be included in the Technical Proposal.
4. The Technical proposal shall include what portions, if any, of work are to be subcontracted. If a portion of this contract is subcontracted, the proposal shall estimate the items, areas of work, and percentage of work that the subcontractors shall perform.
5. For ease of evaluation, offerors are to submit the technical proposal organized into the following four parts:

a. Plan of Action and Statement of Understanding. The offeror must submit a plan of action and statement of understanding in two (2) parts:

1) Plan of Action. The offeror shall present a plan of action that describes the performance of all required phases of the project. The plan should explain how the offeror would work with the Government to determine the effectiveness of the effort and the various exhibits that have been proposed. This plan of action may include use of exhibit planning or evaluation worksheets, focus workshops or some other means.

Another important element of the plan of action is the offeror's approach to ensuring the effectiveness of interpretation in the proposed exhibits. In order to maintain high quality interpretation, it is essential that the effectiveness of the exhibits is critically appraised during the design process and corrective action is taken as necessary. Qualitative evaluation should be based on the specific objectives of each exhibit. The offeror's plan shall describe testing technique(s) and quality control measures. It is the Government's expectation that the evaluation shall assure visitor recognition of at least 75 percent of the exhibit's objectives. The plan shall explain how and when the evaluation process shall be implemented and how the results of the evaluation shall be utilized to improve the exhibit design. The exhibit evaluation plan may include the use of test audiences, focus workshops or some other means. This evaluation shall be conducted by or under the direction of a certified interpretive planner.

Offerors are allowed maximum latitude in providing proposals that shall accomplish the objectives of this contract in the most comprehensive, creative and effective manner. Part 1 is expected to be no more than ten (10) pages in length.

2) Statement of Understanding. The offeror shall submit a statement that demonstrates that he/she understands the mission statement and objectives the Government has established for the Visitor Information Center. This cannot be a repeat or mere summary of the materials provided in this RFP, but rather the offeror's statement of his understanding of that work. Part 2 is expected to be no more than two (2) pages in length.

b. Past Performance. The offeror must demonstrate, through past performance, an ability to perform the work described in this RFP for the Visitor Information Center. This is done by showing that they have met creative expectations, successfully executed design development and project management, and have been on time and on budget with past projects. Submit three (3) of the company's most recent exhibit designs and three of the best exhibits within the last five years, unless they are examples of exceptional merit. The submitted projects shall have at least a 'satisfactorily' performance rating. Submission of correspondence from project owners will suffice if performance evaluation forms are not available. For government agency projects, the offeror should submit that agency's performance evaluation forms. The Government may contact the individuals identified by the offeror to confirm performance capabilities. The Government will use other information that is readily available to determine an offeror's past performance.

1) A brief narrative shall be provided about each project, no more than three (3) pages, containing but not limited to the following: project title, purpose, client name and phone number, contract number, completion date, staff involved, budget and square footage. Offerors without previous government contracting experience will not be penalized. Contracts of exceptional performance in the areas of cost, schedule, or technical performance shall be noted. Contracts not meeting contractual requirements shall be indicated along with the reason for failure.

2) Visual depiction of the project including such things as a visitor flow diagram, sample "in progress" design drawings, renderings, photos of scale model and photos of the completed project. The visual depiction must include at least two (2) examples of typical exhibit panels showing the ways natural resources or cultural content material has been interpreted to visitors. The visual material may be submitted as IBM compatible CD ROM disks. The required file format is either Adobe PageMaker or Adobe Acrobat (.pdf format). It shall be the offeror's responsibility to provide readable disks. The offeror shall be advised of unreadable disks which must be replaced within three (3) working days of notification. It is recommended that suitable hard copy be attached to portfolio work presented on disks.

3) Example scripting from a story line or sample frames from multi-media work such as a theater experience and an interactive exhibit.

c. Personnel Staffing / Production Capabilities. The offeror shall identify all staff and subcontracting staff, as appropriate. Offerors must submit brief profiles of the design/production team, which they propose to assemble and assign to the Visitor Information Center project. The submission should describe the capabilities, talents and skills of each member. Minimal information to be presented in the profiles includes: training, areas of specific expertise, years of experience, years with the offeror's firm, selected projects in which they have participated and professional affiliations. In addition, the offeror shall document the previous experience of key personnel in working together on projects of similar scope and magnitude. It is expected that the contractor's principal team leaders have the following credentials:

1) At least five (5) years experience in interpretive planning.

2) Three (3) to five (5) years of experience in the development and design of cultural exhibits or natural resources visitor centers.

3) Formal training with a baccalaureate degree in the fields of interpretive planning and exhibit design.

d. Management Plan / Quality Control. Submit a management plan that briefly explains how the team is organized to respond to the needs described for the Visitor Information Center project. The offeror should identify the overall effort proposed by the company as it relates to other work in which the company may be engaged. Key personnel should be identified along with each member's contribution to the Visitor Information Center project, as well as their commitment to other work underway or planned. Include a simple staffing/organization chart that identifies the various team members and their position on the team.

In the Management Quality Control (QC) plan, include a description of how quality, timeliness and budgets shall be tracked and controlled, and the method of interaction and reporting to the Government. The QC plan must also address how the work efforts of subcontractors, if proposed, shall be managed for quality and timeliness.

Price Proposal.

Offerors shall submit their cost proposal separately in the form requested in Section B. Other necessary costing or cost derivation information may be included on separate sheets. The Prices/Costs Proposal shall consist of the total contract costs broken down by the different phases and/or tasks involved. Proposed costs shall be on a total system basis and reflect all items, deliverables and non-deliverables, required to research, write, and design the proposed interpretive exhibits.

1. After the technical evaluation is complete, a price/cost analysis is performed. Upon completion of the price/costs analysis, an integrated evaluation is performed. It is reviewed for completeness, reasonableness, realism, and continuity with the Technical Proposal. The importance of price/cost as a factor is 10% of the total proposal.

a. Completeness. The Cost proposal is evaluated to determine the extent that all cost elements are addressed to adequately fulfill requirements in this Request for Proposals.

b. Reasonableness. Reasonableness relates to the rationale and methodology used by the Offeror in developing the Prices/Costs Proposal. Details of estimating, formulas, relative prices, cost factors, assumptions, etc., of the Proposal are evaluated to determine if and how cost data supports all elements of the Technical Proposal.

c. Realism. Realism established the degree to which the Prices/Costs Proposal (and any revisions) is analyzed as a whole as well as examining each and every individual item. This analysis assesses how realistic costs are by applying related historical data, where available, and by comparing the Price/Costs Proposal with the Government's independent cost estimate. Therefore, the Price/Costs Proposal is examined to determine if:

(1) The total estimated costs agree with the corresponding technical effort and contract requirements.

(2) The proposed level of effort is sufficient to meet requirements of Section C, Scope of Work.

d. Detailed Cost Estimate. A complete cost estimate for all services and deliverables indicated in the proposal shall be presented in itemized form clearly indicating items, unit amounts, total and any additional costs.

2. Proposed expenses and Precontract Costs. This Request for Proposal does not commit the Government to pay costs incurred in the preparation and submission of a proposal or for any other costs incurred prior to the execution of a formal contract.

3. Release of Information. After receipt of proposals and until final selection, no source selection information will be furnished to any Offeror until award is made. No Offeror shall be advised of his/her relative standing. No information regarding the number or identity of the Offerors participating shall be made available.

SECTION B

Section B
Supplies or Services and Prices/Costs

Furnish all labor, materials and equipment necessary to perform the services listed below. All work shall be performed in accordance with Section C, Scope of Work.

ITEM	DESCRIPTION	AMOUNT
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0001 Phase I – Review Previous Design Effort, Create Interpretative Plan and Develop Design Concept.

0002 Phase II - Design Development.

0003 Phase III - Final Exhibit Design, Text, Costs, Design Drawings and Specifications.

Subtotal

Grand Total

TECHNICAL EVALUATION PLAN

TECHNICAL EVALUATION PLAN
EXHIBIT DESIGN
Tioga, Hammond and Cowanesque Lakes
Visitor Information Center

1. GENERAL

The purpose of this document is to establish a uniform evaluation procedure based on contractually defined criteria. The Technical Evaluation Committee (TEC) will evaluate each of the proposals using the qualitative procedures defined below. Each proposal will be initially reviewed by each of the evaluators. During this process, discrepancies between evaluations will be discussed and resolved within the team. Following the independent evaluations, a consensus evaluation will be derived. The results of this evaluation will be used as one of two factors, in their recommendation to the Contracting Officer for award.

2. PROPOSAL SUBMISSION

Each offeror's qualification submission shall address the following evaluation criteria as noted in Section M (Evaluation Factors for Award) of the Solicitation.

2.1. EVALUATION PROCESS

Technical Qualifications. Technical proposals will be evaluated based upon the following factors and subfactors listed in order of importance.

- A. Plan of Action and Statement of Understanding
- B. Prime Contractor Past Performance
- C. Personnel Staffing/ Production Capabilities
- D. Management Plan/Quality Control

2.2. Trade-off Analysis: After all above evaluations are complete, the TEC will then consider all factors to determine which offeror has the proposal that represents the best value to the Government. The Government intends to award a contract to the offeror offering the most advantageous proposal to the Government considering that all the Technical Evaluation Factors are approximately equal to price.

3.1. PLAN OF ACTION AND STATEMENT OF UNDERSTANDING

The information provided should include the information indicated in Section L – Technical Proposal – a. Plan of Action and Statement of Understanding . The offeror shall present a plan of action that describes the performance of all required phases of the project. The plan should explain how the offeror would work with the Government to determine the effectiveness of the effort and the various exhibits that have been proposed. This plan of action may include use of exhibit planning or evaluation worksheets, focus workshops or some other means. Another important element of the plan of action is the offeror's approach to ensuring the effectiveness of interpretation in the proposed exhibits. In order to maintain high quality interpretation, it is essential that the effectiveness of the exhibits is critically appraised during the design process and corrective action is taken as necessary. Qualitative evaluation should be based on the specific objectives of each exhibit. The offeror's plan shall describe testing technique(s) and quality control measures. It is the Government's expectation that the evaluation shall assure visitor recognition of at least 75 percent of the exhibit's objectives. The plan shall explain how and when the evaluation process shall be implemented and how the results of the evaluation shall be utilized to improve the exhibit design. The exhibit evaluation plan may include the use of test audiences, focus workshops or some other means. This evaluation shall be conducted by or under the direction of a certified interpretive planner.

3.2. PRIME CONTRACTOR PAST PERFORMANCE

The offeror must demonstrate, through past performance, an ability to perform the work described in this RFP for the Visitor Information Center. This is done by showing that they have met creative expectations, successfully executed design development and project management, and have been on time and on budget with past projects. Submit three (3) of the company's most recent exhibit designs and three of the best exhibits within the last five years, unless they are examples of exceptional merit. The submitted projects shall have at least a 'satisfactorily' performance rating. Submission of correspondence from project owners will suffice if performance evaluation forms are not available. For government agency projects, the offeror

should submit that agency's performance evaluation forms. The Government may contact the individuals identified by the offeror to confirm performance capabilities. The Government will use other information that is readily available to determine an offeror's past performance.

3.3. PERSONNEL STAFFING/PRODUCTION CAPABILITIES

The offeror shall identify all staff and subcontracting staff, as appropriate. Offerors must submit brief profiles of the design/production team, which they propose to assemble and assign to the Visitor Information Center project. The submission should describe the capabilities, talents and skills of each member. Minimal information to be presented in the profiles includes: training, areas of specific expertise, years of experience, years with the offeror's firm, selected projects in which they have participated and professional affiliations. In addition, the offeror shall document the previous experience of key personnel in working together on projects of similar scope and magnitude. The offeror must submit a detailed narrative that identifies all staff and subcontracting staff, as appropriate. Offerors must submit brief profiles of the design team, which they propose to assemble and assign to the Visitor Information Center project. The submission should describe the capabilities, talents and skills of each member. The contractor's principal team leaders must have the following credentials: at least five (5) years experience in interpretative planning; three (3) to five (5) years of experience in the development and design of cultural exhibits or natural resources visitor centers; formal training with a baccalaureate degree in the fields of natural resources management and interpretation.

3.4. MANAGEMENT PLAN/QUALITY CONTROL

Prime Contractor Key Personnel

The offeror shall submit a management plan that briefly explains how the team is organized to respond to the needs described for the Visitor Information Center project. The offeror should identify the overall effort proposed by the company as it relates to other work in which the company may be engaged. Key personnel should be identified along with each member's contribution to the Visitor Information Center project, as well as their commitment to other work underway or planned. Include a simple staffing/organization chart that identifies the various team members and their position on the team.

In the Quality Control (QC) plan, include a description of how quality, timeliness and budgets shall be tracked and controlled, and the method of interaction and reporting to the Government. The QC plan must also address how the work efforts of subcontractors, if proposed, shall be managed for quality and timeliness.

4. EVALUATION CRITERIA

4.1. See Section L. (Instructions to Offerors)

5. EVALUATION PROCESS

The Technical Evaluation Committee (TEC) shall evaluate the technical proposal and establish a technical rating for each offeror based on the evaluation factors for award set forth in the RFP.

A. Members of the TEC shall independently review and evaluate each technical proposal, using the Evaluation Summary sheet (Attachment 1). The TEC will determine if the offerors meet the mandatory informational and technical requirements by rating each offeror's qualifications based on the evaluation criteria.

B. TEC members shall provide comments, referencing specific sections of the qualification submission to indicate the areas of proficiency or insufficiency for each element. Offeror oversights and apparent errors shall be identified for clarification.

C. Following individual evaluations, the TEC shall, as a group, review and discuss each offeror's qualifications, identifying each offeror's acceptability, and highlighting the relative strengths and weaknesses. Through discussion and review, members may modify their preliminary technical ratings, and revise or delete qualifications and comments. A final consensus rating will be derived.

D. The scoring method will be to rate each element on an adjectival basis. The range would be the following:

- **EXCELLENT** - The offeror exceeds the scope of the solicitation in all aspects of the factor. The offeror also offers a significant advantage in key areas and exceeds performance or capability in an advantageous way and has no apparent or significant weaknesses.

- **ABOVE AVERAGE** - The offeror exceeds the scope of the solicitation in most aspects of the factor. The offeror also offers an advantage in key areas and exceeds performance or capability in an advantageous and has some room for improvement.

- **AVERAGE** - The offeror matches the scope of the solicitation in most aspects of the element. The offeror also offers meets performance or capability of the element but not in an advantageous way and has room for improvement.

- **POOR** - The offeror does not meet the minimum scope of the solicitation of the factor. The offeror does not offer an advantage in key areas and does not meet the minimal performance or capability described in the factor and has many apparent weaknesses. Improvement is necessary.

- **UNACCEPTABLE** - The offeror fails to meet the scope of the solicitation in all aspects of the factor or has not submitted information. The offeror does not offer any advantage in key areas and does not meet the performance or capability described in the factor and has large apparent weaknesses and may not be able to make any improvements.

E. If determined necessary by the TEC chairman, questions may be posed with any offerors whose qualification submission may reasonably be considered acceptable or susceptible to being made acceptable. The purpose of these clarifications would be to clarify specific aspects of an offeror's qualifications, but not to negotiate, level, or transfuse information regarding other offerors. After clarifications, communications or exchanges, the TEC shall reconvene as a group and determine a final consensus rating.

F. If determined to be in the best interest of the Government, the TEC may discuss or otherwise bargain with the offerors found to be in the competitive range.

G. Following the group evaluation, the TEC Chairman, in consultation with members, shall prepare a Summary Evaluation Report, which shall include:

- (1) The ranking of the offerors by their ratings of the elements and their rating.
- (2) Narrative Report of Strengths and Weaknesses of all offerors.
- (3) Copies of all Evaluation Rating Sheets signed by individual evaluators shall be included.

6. TECHNICAL EVALUATION COMMITTEE:

Chairperson: Danielle Huffman
Member: Cori Brown
Member: Terry Anderson
Advisor: Contracting Division – Tony Epps

7. EVALUATION

Each evaluator will initially rate each proposal individually using the evaluation sheets in Attachment 1. The evaluation of each proposal will be done using the adjectival rating system.

After the initial evaluation, the proposals will be consensus rated using the adjectival rating system.

After consensus scoring is concluded, a report will outline the strengths and weaknesses of each offeror. The report will state the advantages and disadvantages based on the evaluation findings. The report will rank the offerors in terms of the most advantageous technical offer to the least advantageous offer based on the evaluation of all the factors.

Attachment 1:
Technical Evaluation Rating For: _____

FACTORS:	EVALUATION RATING
3.1. Plan of Action & Statement of Understanding	
3.2. Prime Contractor Past Performance	
3.3. Personnel Staffing & Production Capability	
3.4. Management Plan/ Quality Control	

Member: _____

Rating: _____

Comments:

