

**PERFORMANCE WORK STATEMENT
EXHIBIT DESIGN AND FABRICATION
U.S. NAVAL ACADEMY
NAVAL ACADEMY MUSEUM, ANNAPOLIS MARYLAND**

Background:

The Naval Academy Museum will present a special exhibit from 28 June through 30 December 2016 commemorating 40 years of women attending the U.S. Naval Academy.

This scope of work is for the fabrication and installation of the completed design. The **vendor** shall be required to develop detailed shop drawings for Naval Academy Museum review and approval prior to fabrication and installation of the exhibit elements.

The **vendor** shall be required to visit the site and take detailed measurements before start of fabrication to ensure that the exhibit elements are compatible with the space.

Interactive screens and programs shall be fully developed, fabricated and installed by the **vendor**.

The completed exhibit shall include all of the exhibit features including the exhibits, graphic panels, lettering, videos, wall treatments, and audio-visual equipment. Some Quick Response (QR) codes are planned for inclusion in the exhibit as a means of providing more in-depth information to the visitor. The content of the QR codes will be developed and installed by the Naval Academy Museum staff.

Overview:

The **vendor** shall be required to visit the site and take detailed measurements before start of design to ensure that the design is compatible with the space.

The exhibits shall be designed in a collaborative effort by the exhibit designer and Naval Academy Museum staff. The general themes of the exhibit will be highlighting changes, challenges, and achievements.

The designated space for the exhibit is 800 square feet total, including all circulation space through the exhibit (**Exhibit B, Cheever's Gallery**).

The displays will be text, graphic, artifact and video display. All artifacts used in the displays will be provided by the Naval Academy and may include uniforms, historic artifacts, documents, and other memorabilia as the design requires. The interpretive materials, i.e. the written portions of the displays, will be researched, designed and written by the Naval Academy Museum. Images will be selected and provided by the Naval Academy Museum staff.

Videos used in the displays will be employed at a minimum and shall be developed in conjunction with the Naval Academy Museum staff.

The completed design shall include location and layout of the exhibit features including design of the exhibits, display features, and interpretive elements.

Bi-Weekly Update Meetings:

The **vendor** shall attend bi-weekly update meetings as determined by the Director of the Naval Academy Museum.

Videos used in the displays will be employed at a minimum and shall be developed in conjunction with the Naval Academy Museum staff.

The completed design shall include location and layout of the exhibit features including design of the exhibits, display features, and interpretive elements.

Design:

The **vendor** shall provide exhibit design, as needed, for the following elements:

- Exhibit design and specifications for purposes of fabrication
- Free standing gallery partitions
- Glass or Plexiglas barriers
- Casework, cabinets for visitor-activated video and audio programs (display cases will be made available from the museum)
- Display platforms
- Interpretive and exhibit panels
- Interactive displays
- Signage
- Graphic design, selection of photographs, photo murals, display transparencies, decals, printed graphic wallpaper, screen-printed labels and graphics

Fabrication and Installation:

The **vendor** shall provide the following elements as shown in the design documents:

- Casework, display cases, cabinets for visitor-activated video and audio programs. **See Exhibit A, Measurements.**
- Interpretive and exhibit panels
- Signage
- Selection of photographs, photo murals, decals, printed graphic wallpapers, screen-printed labels and graphics.
- Installation of audio visual cabling as needed to support design.
- Mobile app and QR code content will be developed by Naval Academy Museum. Graphic panels describing the mobile app and the QR codes shall be provided throughout the exhibit as specified in the design.

Schedule of Deliverables:

25 January: Meet with customer on-site and conduct site investigations and discuss preliminary design and fabrication needs

15 February: Present 20 percent Concept Design and Specifications to customer in Annapolis

17 February: Receive written comments back from customer

29 February: Submit shop drawings, material samples, and equipment list to customer in Annapolis

02 March: Receive written comments back from customer

01 April: Deliver 100 percent Design and Specifications to customer in Annapolis

03 April: Receive written comments back from customer

01 May: Visit customer in Annapolis to discuss progress and receive further instruction

20 June: On-site installation begins

27 June: On-site installation is complete

Attachments

Attachment 1 – Past Performance Information (1 page)

Attachment 2 – Past Performance Report Form (4 pages)

Exhibits

Exhibit A – Measurements

Exhibit B – Cheever’s Gallery