**INSTRUCTIONS FOR THE USE OF**
**R1-4 INTERPRETIVE PLANNING & EXHIBIT DESIGN/FABRICATION CONTRACTS**
**June 2008**

## Contracts

The Intermountain Region (R4) has issued three interpretive planning and exhibit design/fabrication service contracts that are available for use within Regions 1 through 4; and in other regions at the discretion of the contracting officer. These contracts are indefinite delivery, indefinite quantity (IDIQ) contract for a base year with four option years for a total of 5 years. These contracts were awarded to three firms. They are as follows:

- Sea Reach, LTD, Sheridan, OR; Contract # AG-84N8-C-08-0002
- Formations, Inc, Portland, OR; Contract # AG-84N8-C-08-0003
- Conservation by Design, Cliff, NM; Contract # AG-84N8-C-08-0004

Services included in these contracts include the following:

- Interpretive Planning
- Wayside Exhibit Design and/or fabrication
- Visitor Center Exhibit Design and/or fabrication

Note: These services do NOT include the design of print materials, such as brochures, etc., but MAY include audio-visual services such as touch screen kiosk development and videos.

## Contacts

If you are interested in using the services provided under these contracts, contact any of the following:

- Carol Ryan, Task Order Coordinator, R4 Interpretive Specialist, 801-625-5171, carolryan@fs.fed.us
- Karen Alverson, Contracting Officer, 801-975-3442, kalverson@fs.fed.us
- Shelley Hill-Worthen, COR, R4 Engineering, 801-625-5243, shillworthen@fs.fed.us

## Rates and Costs

Specific hourly rates for each contractor and various disciplines have been already negotiated over the life of the contract and may be obtained by contacting any of the contacts listed above. These contracts are expected to be available for use until May 2013. Additionally, any other direct costs such as travel and materials would need to be added to determine the total cost of a task order.

This contract has an overall maximum that can be placed over the five year period of $5 million. No single task order can exceed $1.5 million. Also, each individual firm is guaranteed an annual minimum of $5,000 whether we do work with them or not. They may not be available if we don't exercise all the options with an additional $5,000.00 each year or meet our maximum dollar amount before that time.

**Guidelines for Use**

1. Each task order will need to be competed amongst each of the 3 firms. Carol will assist you in developing the task order and government estimate.

2. Prepare a task order, including statement of work, that includes the following:

    a. General Information
    b. Background and Description of Project
    c. Scope of Work
    d. Submittals
    e. Information and Materials provided by the Forest Service/Government
    f. Schedule
    g. Factors for Award, ie., ability to meet schedule, ability to perform work described, price evaluation, etc.

3. Prepare the government cost estimate for the effort. An estimating form is available from Carol.

4. Submit the task order and government estimate to your respective contracting office.

5. The CO will contact the firms that respond to the task order. Each firm will submit a cost proposal which will be compared to the government estimate for reasonableness. Negotiations may occur until a suitable contractor is determined.

6. Enter the contract and funding information into the Forest Service's Integrated Acquisition System (IAS) and provide the requisition number to the CO. The CO will complete the task order contract and submit it to the contractor for work to begin. The amount of time required to develop, negotiate and award a task order varies depending on the extent of work and availability of contracting personnel, however typically plan from 1 to 2 weeks.

7. Administer the task order, including:
    a. Provide materials provided by the government
    b. Coordinate and review submittals
    c. Provide timely responses to contractor questions
    d. Approve payment requests in a timely manner (payment requests are normally made monthly or upon completion of a project milestone)

If the scope, schedule or cost of the task order changes during the course of a project, contact the CO to issue a contract amendment or modification.