

REQUEST FOR PROPOSAL
FOR CONSERVATION AND INSTALLATION OF HISTORIC
_____ **FRESNEL LENS**
LOCATED AT _____

I. STATEMENT OF WORK

_____ (name of museum/organization/Coast Guard Unit) is Soliciting proposals from qualified conservation professionals to undertake an assessment, conservation treatment and reassembly of a historic _____ (1st, 2nd, 3rd order etc) Fresnel lens, constructed circa _____, and currently located at _____ (name of museum, organization or CG Unit).

The project shall be accomplished in two phases:

Phase 1: On-site examination, evaluation of current condition and preparation of a Conservation Treatment Proposal to return the lens to a structurally stable and visually appropriate condition for exhibition.

Phase 2: Implementation of the approved Conservation Treatment Proposal Contingent on agreed identified levels of treatment and availability of funds: and Preparation and submission of a Conservation Treatment Report with written and Photographic documentation of the conservation approach, methods and materials Used and recommendations for cyclical maintenance.

II. BACKGROUND

Include a general description of the historical background of the lens and lighthouse where it functioned as an Aid to Navigation including any known information on its removal and exhibition history.

III. SCOPE OF WORK

The contractor shall furnish all labor, materials and supplies and services necessary to complete all aspects of the contract in accordance with established guidelines for the treatment of museum objects. All work will be consistent with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works (AIC) and the Secretary of the Interior's Standard for the Management of Museum Property.

The contractor shall furnish all labor, materials and supplies and services necessary to assess the existing condition of the lens and all associated components and mechanical systems do determine the proper methods for conservation treatment for exhibition of the lens. The assessment will be conducted on-site at

Under the supervision of museum/park staff.

The contractor will develop a conservation treatment plan for the treatment of the lens (stabilization, conservation, restoration). This plan will be reviewed and given final approval by the United States Coast Guard Curator. The contractor will perform conservation treatment work in accordance with the approved treatment plan.

Where applicable, the Coast Guard Curator, Coast Guard unit commander, or museum staff in association with consulting conservators, will inspect and approve the movement of select components or mechanical systems that may require movement to off-site specialized facilities for treatment. The amounts and types of movement or shipment will be limited, based on demonstrated need. The transportation methods will meet AIC standards for the packing and shipping of museum artifacts. Museum staff will inspect and approve the shipment of materials prior to their movement from the site.

The contractor will perform the assembly of all the associated components and mechanical systems and reassembly of the lens in its final location at

The assembly of various components may be executed at the final site or as specified by the museum staff or project supervisor.

The transportation of any and all associated components and mechanical systems will be the responsibility of the contractor. Museum staff and/or museum project supervisor will inspect, examine and approve methods prior to shipment to final reassembly site and approve the shipment based on this inspection and examination. The transportation methods will meet AIC standards for the packing and shipping of museum objects.

The contractor will submit one copy of the following documents to the United States Coast Guard Curator and the contracting museum (see names and addresses below):

Assessment Report:

The Assessment Report will provide a current detailed condition assessment of all components and mechanical assemblies. This report will include a detailed description of all the required stabilization, restoration, repair, fabrication or replacement of all lens components for complete reassembly for exhibit. This will include descriptive text, glossary, line drawings and images as required to document the conditions.

Proposed Treatment:

The proposed Treatment Report will provide a detailed description of the purpose of the treatment, methodology, techniques and materials used in all phases of the treatment and reassembly.

Preventative Conservation Report:

The Preventative Conservation Report will provide a detailed description and time intervals for performing preventative conservation procedures. This will include the types of currently approved material, methods, techniques, equipment materials and supplies required for the execution of the preventative conservation treatment.

IV. CONTRACTURAL AND TECHNICAL DIRECTION

United States Coast Guard Curator:

Arlyn Danielson
Coast Guard Exhibit Center
7945 Fernham Lane
Forestville, MD 20747
301-763-4008

Name, title, phone number, and address of museum/CG unit staff person(s) responsible for overseeing this project-

V. DELIVERY SCHEDULE

Proposal should have a projected or suggested timeline for completion for each phase of the project.

VI. INSTRUCTIONS FOR PREPARATION OF SUBMITTAL

To facilitate consistent review and comparison of responses, proposal submissions must correspond in format to the headings, sequence, and content of the following outline.

1. Relevant past performance (NOTE: respondents to this RFP who are not on the approved lampist list must include the following information under this heading):

Submit evidence of comparable past work, including a minimum of two comparable projects undertaken or completed within the past ten years. The narrative should include, but is not limited to, projects similar in nature, complexity, historic resource value, and scope to that required by this solicitation. Include the following information:

- Client name and identification of historic resource treated.
- Names of firm professionals undertaking the work and names of other key professionals involved where applicable.
- Brief description of the project and illustrations.
- Total cost of project
- Project deadline
- Client references

2. Key personnel:

Identify the principals who will work on this project and any staff who would assist in carrying out the work in both Phases. Submit a resume for personnel proposed for use under this contract, and demonstrate their suitability for this project. Provide references that may be contacted.

3. Cost estimates:

Provide an all-inclusive itemized cost estimate associated with the on-site condition assessment and preparation of a Condition Report and Treatment Proposal (including estimated hours, hourly rate and travel costs). For Phase 2, indicate an hourly rate for treatment and an estimate of associated costs.

VII. PAYMENT SCHEDULE

To be determined by the contracting museum, organization or CG unit.

VIII. EVALUATION CRITERIA

The United States Coast Guard Curator in consultation with the museum/contracting organization where appropriate, will evaluate all submittals in accordance to the following evaluation criteria:

Quality of Products and Services: Demonstrated knowledge of the construction, mechanics, repair, conservation of Fresnel lenses. Demonstrated ability to write assessments and treatment plans for Fresnel lenses. Demonstrated knowledge of the AIC Standards of Practice.

Delivery Performance: Proven ability to perform and document assessments of Fresnel lenses, prepare treatment proposals, and carry out approved treatment and produce treatment reports within negotiated time periods.

Personnel: Demonstration of the education, training, skills, and applicable work experience for personnel proposed for use under this contract, and the relevance of this capability to the work of this contract. Emphasis will be placed on conservation/preservation training and past experience.

Following evaluation of all bidders on the above criteria, the quoted cost will be considered and a selection made based on the best value to the contracting organization/museum/government agency. **Note that technical evaluation is significantly more important than price evaluation in the selection of the conservation contractor.**