



Solicitation Information

February 18, 2016

Addendum #2

RFP #7550229

TITLE: Textile Composition and Condition Analyses and Treatment Proposal Services for the Rhode Island State Battle Flag Collection

SUBMISSION DEADLINE: February 29, 2016 at 11:00 AM (EST)

Attached are the following documents:

- 1. Sign-in Sheet from Mandatory Pre-Proposal Conference held on Friday, February 12, 2016 at 10:00 AM.**
- 2. Preliminary Questions and Answers from Pre-Proposal Conference.**
- 3. Storage Needs Assessment (.zip file)**
- 4. Conditions Assessment (.zip file)**
- 5. State House Foyer Floor Plan (.zip file)**

Remaining questions and answers from the Pre-Proposal Conference as well as answers to e-mailed questions will be posted in a subsequent addendum.

GAIL WALSH
CHIEF BUYER



State of Rhode Island
Division of Purchases
One Capitol Hill
Providence, RI 02908

"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

BID NUMBER: 7550229

BID TITLE:

Textile Composition & Condition Analyses & Treatment Proposal Services for the RI State Battle Flag Collection

PRE-BID DATE AND TIME:

Friday, February 12, 2016 at 10:00 AM (ET)

Purchasing Representative:

Gail Walsh

Mandatory Pre-bid Start Time:

Mandatory Pre-bid End Time:

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT EMAIL	CONTACT PHONENUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR PURCHASING USE ONLY
1 Spicer Art Conservation	Barbara Owens	305 Clipp Rd. Salmonville Rd. 12054 Albany, NY 12204	gwem@spicerart.com	518-765-2147	Same	
2 Zephyr Freevoth Studio	Sarah C. Sperry	51 Amster dan Ave Albany, NY 12204	zephyrpress@gmail.com	518-961-0250	—	
3 Museum Textile Services	Laura Wolff-Whitehead Camille Breeze	PO Box 50004 Anderson, MA 01810	musseumtextiles@gmail.com	978-474-9200	—	
4 R I H O H C	Virginia Hesse Johanna Downey	150 Benefit St Providence	—	411 222 4136		
5 D C M M M	Karin Carvalko	1 Capital H. 11 Ave		202-6429		
6 D C A M M M	Kaitlynn Reed	1 Capitol Hill Row		202-6020		
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**Pre-Bid Conference for RFP #7550229:
Textile Composition and Condition Analyses and Treatment Proposal Services for the Rhode Island
State Battle Flag Collection**

Friday, February 12, 2016

Questions & Responses

1. What is the difference between the draft reports versus the final, hard-copy report? What are you looking for in the draft report that wouldn't be in the final report?

Answer: The draft is a way for the Department to check in with conservator's progress and to provide some sense of what the final report will look like. The Draft report will be a 'first draft' of a final report, and we do not expect significant changes between versions.

2. Is the goal to remove all flags at once?

Answer: No. While removing them all at once would be ideal, it is not feasible because of the impact it would have on normal business operations. The idea is that a single case will be opened and the flags removed, and that it will be a six-phase de-installation process. This is subject to the opening of the first case and assessment of the conditions in that initial case.

All de-installation will occur outside of normal business operations at the State House, which are Monday-Friday, 8:30 a.m.-4:30 p.m.

3. Is there a space in the Capitol where flags could be securely stored if necessary?

Answer: No. From a logistical prospective, there is not a space that would accommodate the size of the flags. The service elevator is not a true freight elevator and cannot accommodate oversized objects. The Department envisions that the flags will be removed from the cases, packed in transport containers and immediately placed on a truck to be taken to the conservation facility. The Department will entertain alternate ideas, but there is no storage space in the Capitol building or any state facility that would meet the needs of the collection.

4. Could you explain to what degree the aforementioned other parties will contribute to the effort of opening of the cases, and to what degree that responsibility falls on the conservator?

Answer: The Department does not have any expectations that the conservator will be responsible for any of the construction management related work required as part of this project. The frames are roughly 20 feet tall and 6-10 feet wide. The goal is to obtain the services of a general services contractor with experience working in the State House who will oversee and project manage that component of the project. The Conservator will interact with this Contractor in order to ensure that the case frames are removed in a manner that is suitable to the de-installation of the flags.

5. For the purposes of the long-term storage of the flag collection, it would be acceptable to propose a site in Massachusetts?

Answer: Yes. The Department does not expect that storage will be in Rhode Island.

6. Is there an expectation that the State would want the flags closer to Rhode Island versus farther away for long-term storage?

Answer: Ideally, the long-term storage facility would be closer to the Capitol or Providence more specifically. The Department did research available facilities in Rhode Island and did discover that there are currently none that meet the storage needs of this collection. The Department is aware of a couple larger facilities in and around the Boston area, but will not stipulate where the collection is stored. That being said, if the collection were in Minnesota, for example, that could present a challenge.

7. While the flags are in storage, it is assumed that someone from the State would want to be able to have access to them?

Answer: The State does want access, but in terms of actually periodically monitoring the collection, the State is asking that the Conservator account for these services in their proposal. The goal is to have a suitable state facility within 5 years, but this project has built in a contingency. Currently, there is no active plan in progress to create a storage facility.

8. Would the State be able to provide information about its collections management software so that records will be compatible?

Answer: The State currently uses Microsoft Excel to inventory its collections.

9. Are the flags in the cases accessioned and have reference numbers?

Answer: No.

10. You would then want enough information in the record so that a reference number could be assigned?

Answer: Yes. The State does expect a tag on each flag, but is looking for the conservator to collect and document sufficient metadata so that the information could be entered into a database at a later date.

11. Have you considered what method of re-installation you might use? For example, when conserving the poles and making recommendations for future conservation of the flags, do we have to anticipate that you might want to put the flags back on the poles?

Answer: The Working Group is still working through this decision, but suspects that the report may indicate that continued hanging storage is not best practice. The State of Connecticut did return the flags on their staffs to the original display cases. The State is in an active conversation about what the long-term display will look like. From a proposal perspective, we

recommend that this option is included in the proposal, but that the consequences associated with this decision be fully enumerated in the report. It may be that some are displayed on their staffs, but no decision has been made.

12. I gather that it will be an open dialogue with the chosen contractor, that we will help you make some of these more difficult decisions?

Answer: The State is going out to bid to actively seek the expertise, and will be looking to the Conservator to bring in advice, make recommendations, and maintain an open dialogue with the Vendor. There is room for some flexibility with how the ultimate goal is achieved. The State does not have the in-house expertise to address the specific needs of this collection.

13. Will the State insure the collection itself?

Answer: The State currently insures the collection at a minimal amount, and will insure the collection both in transit and wherever they are ultimately stored. The State will insure them throughout the process at its own expense.

14. Would you please make both of the reports mentioned in the RFP available?

Answer: These will be posted as addenda to the RFP as soon as possible.

15. In the list of things that the Commission has already acquired, there is reference to a hung display panel—what is that?

Answer: We will need to get you more specific information as to what that is. The original intent may have been to install an interpretive panel to explain where the flags had gone, or potentially to display a single flag. Let us get you clarification on that.

16. Do the flags have to come off their staffs for transportation?

Answer: Let me circle back with the textile folks in the working group, but for the state's purposes, we would likely defer to the recommendations from a conservator. We will get clarification on that.

17. Could you also confirm that all the flags fit in the boxes?

Answer: Yes. The Commission did not purchase 78 transport containers. This is another reason we did not anticipate all 78 flags going at once. 14 or 15 cases were purchased, which would support de-installation and transport of one flag case at a time.

18. These cases are expected to be used for transport and not storage?

Answer: The initial idea was that the storage containers would be used to store the flags from the first, pilot case and go to a state facility until the powder-coated cases had been procured. The powder-coated permanent storage cases have not been procured yet.

19. How wide are the doors at the Capitol?

Answer: The good news is that the ‘ceremonial’ entrance doors open really widely, but the elevator will not accommodate the flags. The doors are in excess of 6 feet wide, and very tall.

20. Are holidays an option?

Answer: We could work around that, yes.

21. When the Legislature is in session, they are not here on Mondays and Fridays, either?

Answer: Sometimes toward the end of session, the Legislature will be in on a Monday or Friday, but as a rule, they are not in session Monday or Friday. But, the building is open between 8:30-4:30 five days per week year round.

22. Could you clarify something about the powder-coated steel cases—they would need to be purchased in time to go to the long-term storage facility? For the five year storage plan, would a rolled-storage solution be appropriate?

Answer: I do not believe the powder-coated cases will be procured in advance of this phase of the project. The State will entertain both rolled storage and flat storage solutions. We want to avoid using the wrong materials just to get them flat, and some of the feedback gathered indicates the flags may not be suitable for flat storage immediately given their current condition.

23. So, the real basic is to just assess their current condition and not to do anything beyond vacuuming?

Answer: Yes. That would be the only active conservation in this phase of the project. We do expect recommendations for treatment, but the only active conservation/treatment for this phase of the project would be vacuuming.

24. What about humidification?

Answer: This should be included in your proposal if it is part of your standard practice, but perhaps included as a contingency as this likely will not be known to be necessary until the first case has been opened.

25. In terms of working with the contractor who will be opening the cases, you also mentioned rehabilitation of the cases—I’m hoping that they are on a different timeframe and that work does not also have to be finished by December 2016?

Answer: No. The primary goal that must be completed is the conditions assessment. The Working Group still does not know what the final rehabbed version of the cases will be. The Conservator’s work will drive the Contractor’s schedule.

26. Does that contract include putting the glass and frames back without anything in them, or a banner?

Answer: Yes. The proposal includes a high-quality photo and re-print to be applied over the glass. While we do not anticipate that cases will sit open for any extended period of time, I cannot guarantee the cases will not be left open, but if they are left open, they will be empty.

27. The high-resolution-large scale printing component? How large of a print to do want?

Answer: I will get you confirmation of file size, and will get clarification as to whether or not this is still required, or if it can be included as an option.

28. It is anticipated that we would know who the professional photographer would be at the time of bidding?

Answer: In most other RFPs, all subcontractors are named when the proposals are submitted.

29. There is maybe a typo in the proposal, on page 6, paragraph b—it states phases 3-6 are part of this contract, and phase 7 is part of the long-term storage.

Answer: Please see the following amendment. (text in bold indicates a change from the original proposal):

- b) The State of Rhode Island is seeking a Textile Conservation Services firm, also referred to in this RFP as Vendor, Bidder, or Offeror to provide de-installation, packing, transportation, composition, construction, and condition analyses and treatment proposal services, and storage for the Rhode Island State Historic Battle Flag Collection, located in the Rhode Island State House in Providence, Rhode Island. **The overall project will involve seven (7) primary phases, which will be split between two contracts; phases i and ii will be completed under a separate contract, not included in this RFP, while phases iii through vii will be completed under this contract.** The phases are as follows: (i) temporary re-location of two (2) historic cannon, one (1) 9/11 Memorial sculpture, and one (1) replica of the Liberty Bell that are on exhibit in front of four (4) of the flag cases, using a fine-arts moving company to properly secure and re-locate the objects (if determined to be necessary); (ii) removal and re-installation of the bronze and glass frames on the front of each of the six (6) display cases, using a qualified firm with demonstrated experience in historic preservation; (iii) the de-installation of the flags from their existing display cases; (iv) the packing and transportation of the collection to a conservation facility using a qualified fine-arts moving company; (v) documentation, analysis, and reporting on the composition, construction, and current condition of each flag, plus recommendations for future conservation treatment, including high-resolution photography of all flags; (vi) transportation of the collection from conservation facility to a long-term storage facility qualified to store fine arts materials; and (vii) the long-term storage of the collection for a period of up to ten (10) years, at a facility with adequate security, climate controls, and space to accommodate the collection. Storage shall include regular monitoring and inspection of the collection.

The Textile Conservation Services firm shall be responsible for:

- The de-installation and packing of the flags once removed from the display cases;
- The removal of the flags and attachments from their staffs, and packing of attachments and staffs appropriately;
- Arranging for transportation of the collection using a qualified fine-arts moving services company from State House to conservation facility;
- Securing appropriate, secure space to perform the assessment of each flag;
- Providing documentation, analysis, and reporting on the composition, construction, and current condition of each flag, plus recommendations for future conservation treatment;
- Providing high-resolution photography of all flags, with one set to include a digital grid overlay to identify condition concerns and size of damage;
- Providing high-resolution photography of all flag staffs;
- Arranging for transportation of the collection using a qualified fine-arts moving services company from conservation facility to long-term storage facility;
- Providing storage of the flags at a secure, climate-controlled facility for up to ten (10) years; and
- Providing regular monitoring and inspection of the collection for the duration of the storage period, with bi-monthly written reports submitted to the Division of Capital Asset Management and Maintenance, ATTN: State Collections Manager.

All other phases of this project shall be coordinated by the State and/or the RI Civil War Sesquicentennial Commemoration Commission, under separate contract(s). The Vendor and the consultants hired to complete the other contract(s) will be required to coordinate project schedules, particularly during the early phases of the project.