



The Library Company

www.librarycompany.org

Request for Proposal
Exhibition Fabrication Services

Deadline for Submission March 15, 2019

Introduction

The Library Company of Philadelphia (LCP) seeks exhibit fabrication and installation services for a 491 square foot permanent exhibit space. The intent of this Request for Proposal is to obtain fixed price proposals from experienced firms/designers to fabricate the components in this exhibit space.

Project Background

The Library Company of Philadelphia

The Library Company of Philadelphia is an independent research library concentrating on American society and culture from the 17th through the 19th centuries. Free and open to the public, the Library Company houses an extensive non-circulating collection of rare books, manuscripts, broadsides, ephemera, prints, photographs, and works of art. Our mission is to foster scholarship in and increase public understanding of American history before 1900 by preserving and interpreting the valuable materials in our care. The Library Company connects with thousands of visitors annually, ensuring that the lessons of the past will continue to amaze, instruct, and inspire future generations. We serve a diverse constituency throughout Philadelphia and the nation, offering comprehensive reader services, an internationally renowned fellowship program, online catalogs, and regular exhibitions and public programs.

Redrawing History

Redrawing History: Indigenous Perspectives on Colonial America, a two-year project supported by The Pew Center for Arts & Heritage, connects Native American artists with the Library Company's rich collections and far-reaching scholarly community. Partnering with artist Weshoyot Alvitre (Tongva), author Lee Francis (Laguna Pueblo), and the indigenous publisher Native Realities Press, the Library Company will publish a graphic novel that reinterprets the Paxton massacre from the perspective of the Conestoga. Dr. Will Fenton will serve as creative director connecting the creative team to an advisory board of scholars, local tribal leaders, and educational specialists, and making new archival records accessible via the digital humanities project, *Digital Paxton*. Published, printed, and distributed by Native American businesses, the graphic novel will include a curriculum to facilitate use in secondary and post-secondary classrooms. Original artwork will be exhibited at the Library Company together with the original collection items that inspired it. A slate of public programs, including a colloquium and public readings, will engage local audiences; and conference presentations will bring the project to academic audiences. <https://librarycompany.org/redrawing-history/>

Description of Professional Services to be Provided

Scope of Work

All respondents must provide professional exhibit fabrication and other specialty services to build and install the exhibits and components, and produce graphics as required by LCP. All fabrication and installation must be finalized and approved by LCP prior by November 11, 2019. All proposals must be made on the basis of and either meet or exceed the requirements contained in the bid documents.

Specific Tasks

1. The designer shall furnish all labor, materials and equipment required to perform the work indicated and specified by bid documents, technical specifications, and drawings. Work may include, but is not limited to overall design - including graphics and floorplan, fabrication, installation of exhibit components, custom furniture, and graphic production.
2. **Quality:** Fabrication shall be to museum quality with particular attention paid to high quality fit and finish, durability, and ease of maintenance. For the purpose of this RFP, “museum quality” shall be defined to be in accordance with the American Association of Museum certification requirements and with defects not discernible to the human eye.
3. **Graphics:** Review and prepare all LCP-furnished digitized collections material; final placement of text and graphics, adjustments to graphic layouts, and conversion of digital files for specified imaging system output.
4. **Graphic production:** May include, but is not limited to, digital images, screen-printing, poster design, and vinyl graphics. Protection from loss and physical damage shall be the responsibility of the vendor at all times during construction and installation until acceptance of the project by LCP.
5. **Marketing:** All design files will be submitted in the specified imaging system output for use in marketing materials by LCP both online and in print four months prior to the installation date.
6. **Set up and Installation:** Set up and install on-site all elements and materials.
7. **Subcontractors:** Any subcontractors must be identified in the bid. Please remember that after contract signing LCP reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by LCP will NOT absolve the bidder from getting the work done for the contracted price.

What LCP Staff will Provide

LCP Staff will work in coordination with the designer on all planning, fabrication, and installation processes from contract signing thru opening. The core team for this exhibition will include the following LCP Staff:

- Nicole H. Scalessa, Chief Information Officer (Project Manager)
- Dr. William D. Fenton, Director of Scholarly Innovation (Creative Director and Curator)
- Raechel Hammer, Chief Development Officer (Grants Manager and Marketing Director)
- Jennifer Rosner, Chief of Conservation (Exhibition Coordinator)

LCP Staff will handle all collections materials care and handling including but not limited to conservation; framing and hanging; case layout and installation; label copy design, printing, and mounting.

Timeline

- **June 14, 2019** – Draft exhibition title, introductory statement, section headings, section introductions, content for exterior signage, and for position only (FPO) repros and/or murals submitted to designer
- **July 12, 2019** – Graphic design direction chosen based on designer concepts submitted to LCP team. Floorplan finalized and approved by LCP team in coordination with designer
- **August 9, 2019** – Final text and hi-res images submitted to the designer. Exterior signage finalized and approved by LCP team
- **October 25, 2019** – Begin installation
- **November 1, 2019** – Install graphics: wallpaper, vinyl lettering, etc.
- **November 11, 2019** – Complete installation
- **November 18, 2019** – Exhibition Opens

Curatorial Vision Statement

Redrawing History will place original art commissioned for the graphic novel *Ghost River: The Fall and Rise of the Conestoga* (Native Realities Press, 2019) into conversation with the rich historical records at America's oldest cultural institution, the Library Company of Philadelphia. Juxtaposing the library's expansive holdings in political cartoons, broadsides, and pamphlets with the penciled, inked, and colored art of Weshoyot Alvitre, this exhibition will challenge patrons to consider archival gaps, silences, and erasures; to reinterpret Pennsylvania's history of exploration, settlement, and conquest; and to entertain new possibilities for the present through

partnerships between scholars, artists, and previously marginalized communities. The curator will have a rare opportunity to transform the Library Company's 491 square foot exhibition space into an immersive experience through which patrons can discover *Ghost River*, explore the Library Company's collections, and see the creative process behind the collaboration using an innovative combination of original art, historical documents, reproductions, and interactive displays.

Selection Process

Schedule

The following is the anticipated Selection Process Schedule.

- Request for Proposals issued February 1, 2019
- Questions/queries to LCP due by February 15, 2019
- Answers provided and onsite visits scheduled to potential bidders by February 28, 2019
- Cost Proposals Due March 15, 2019
- Contract negotiation March 30-April 15, 2019
- Fabrication contract awarded April 16, 2019

Response Requirements

The response must include the following elements.

- Letter of interest
- Account of experience of the firm/designer as fabricator of exhibits of similar scale, complexity, and budget, emphasizing record of meeting estimated budgets and schedules. Limit to 3 relevant examples
- Identification and bios of personnel to be directly involved in this project: principals, project manager and professional staff, and others expected to perform work, including those in affiliation
- Current workload of firm/designer and personnel to be assigned to project.
- Account of experience in fabricating exhibits which meet the Americans with Disabilities Act requirements
- List of in-house fabrication capabilities and those services that you would outsource. Include a list of all subcontractors, and a statement of the subcontractors' qualifications
- Work plan describing individual tasks to be performed and the relative scheduling of those tasks. All deliverable items should be identified and described.
- Hourly rate and expense schedule
- Fee proposal

- References from at least three similar projects, to include: key owner personnel and/or designer project manager.
- Proof of insurance.

Proposals must give the full firm/designer name and address of respondent. Person signing the proposal should show title or authority to bind the firm in a contract. Proposals shall be signed in ink by authorized person(s). By submitting a fee proposal, the respondent firm authorizes LCP to contact any or all of those firms or individuals listed as references or contacts of the information provided.

Send Questions and Proposals in PDF format to:

Nicole H. Scalessa, Chief Information Officer

nscalessa@librarycompany.org

610-731-8755