

REQUEST FOR QUALIFICATIONS
FOR
PRESERVATION / HISTORICAL SERVICES
FOR
THE
DISCOVERY, PRESERVATION & CLASSIFICATION
OF
PITTSBURGH COURIER ARCHIVES

FOR 100 YEARS OF NEWSPAPERS, PHOTOS AND DOCUMENTS

LOCATION AT 415 EAST CARSON STREET
PITTSBURGH, PA

DUE FEBURARY 19, 2010

EMAIL: JLEBER@RIVERSOFSTEEL.COM

PHONE 412-464-4020 X 35

Background

The Steel Industry Heritage Corporation (aka, Rivers of Steel National Heritage Area) is seeking qualifications from Preservation and Archival Firms for the preservation and classification of a 100 year old collection of Black owned newspapers operating throughout the nation between 1910 and 2010. The archive is owned by the Pittsburgh Courier located in Pittsburgh, Pennsylvania.

Steel Industry Heritage Corporation (SIHC) is a non – profit organization located in Homestead, Pennsylvania. Its mission is to conserve, interpret, promote and manage the historical, cultural, natural and recreational resources of steel and related industries in Southwestern PA. SIHC is assisting the Pittsburgh Courier with the administration of this project.

The Project

Pittsburgh Courier archives chronicle more than 100 years of African American existence in the United States and elsewhere in the world. The archives consist of bound Pittsburgh Courier newspapers, special editions, and 21 separate editions of the Courier published to cover the events impacting African Americans during the twentieth century. There are also photos taken by staff and freelance photographers from around the world. Until recently these important documents were considered lost. They now exist at the New Pittsburgh Courier office in the South Side of Pittsburgh, Pennsylvania. The first order is to preserve and protect this archival material from damage by making critical repairs and to restore the archival material to an order which will eventually allow the owner to digitize the entire collection.

The consultant team will be responsible for classification of more than 700,000 photos, bound newspapers, microfiche and documents into a logical historical and operational order that make sense for the Pittsburgh Courier as a source of information which is historically significant.

A Save America's Treasures grant had been awarded by the National Park Service to the Pittsburgh Courier for this project. Conditions of the grant require, among other things that a public advertisement and bid for the preservation of this archive be publicized to secure services required to be in compliance with the Secretary of Interior's **Standards for the Treatment of Historic Properties**, and compliance with Section 106 of the National Historic Preservation Act. Additionally, Preservation firms and other consultants selected must be approved by the National Park Service and the maximum hourly salary may not exceed 120% of Federal Civil Service GS-15, step 10.

The Consultant Team

Firms or individuals interested in submitting qualifications for this project may assemble a team which may include experts in Black History, graphic artists to prepare exhibits of the Courier archive for fund generating purposes, archivists or collections managers, and/or conservators.

Submission Requirements

Interested teams are requested to submit three (3) copies of the following information by the deadline. All qualifications submitted must be completed in the format listed below and by the deadline indicated otherwise the bid will be automatically rejected. **SIHC reserves the right to reject any and all bids.**

Please provide the following information.

A. Firm Description

Each firm should provide the following (limited to one page per firm)

1. Name, address, email address, telephone and fax number of the firm, and contact person,
2. Managing principal or president
3. Size of team (number of employees) including:
 - Historians
 - Archivists/Collections Managers
 - Conservators
 - Graphic artist / or designers
 - Other
4. Year established , and type of organization(Partnership ,professional Corp, etc)

B. List three to six similar preservation projects completed by your team. Please use the following format :

1. Name and location of project
2. Size of project or exhibit and cost
3. Year completed
4. Name, address, email and telephone and fax number of client/ owner
5. Include one short paragraph stating the relevancy of this project and experience to the Pittsburgh Courier project.
6. Include one photograph or one composite page with photographs, if applicable.

C. Optional References (one page)

You may list up to three additional client references for projects similar to proposed project.

D. Describe, briefly, the experience and roles of your team. Include the percentage of time each member is expected to be involved in the project.

1. Principal -in –Charge
2. Project manager
3. Key Staff members
4. Consultants
5. Other consultants

6. Provide Organizational Chart of your proposed team
- E. Resumes of Team Members
1. Provide resumes for key staff members of the firm's proposed team

Selection Process

A selection committee composed of Pittsburgh Courier management staff will short-list up to three firms to be interviewed based on the submitted qualifications. Each shortlist team will be asked to submit a fee proposal, in writing, prior to the interview based upon the scope of work provided. The fee proposal should list all anticipated cost and related expenses. Fees will not, necessarily, be the deciding factor in the final selection; however, all rights are reserved to negotiate the fee with the selected team. No payment or reimbursement shall be made for any expenses or time incurred prior to the execution of a contract.

Selection Schedule

The selection for the RFQ process is as follows:

RFQ advertisement	Feb. 3rd, 2010
Qualifications Due (<i>by 4:00 P.M.</i>)	Feb 19 th 2010
Notification of short –listed Teams	Feb 23 th 2010
Fee Proposal and scope of work due short –listed firms	Feb 26 th 2010
Selection / Announcement of Team (target date)	March 1 th 2010

Submission of Proposals

Please provide three (3) copies of your Qualifications to:

Pittsburgh Courier Project
c/o Steel Industry Heritage Corporation
The Bost Building
623 East Eight Avenue
Homestead, Pa 15120

All qualification packages are due on February 19th 2010 by 4:00 P.M. Late or incomplete submissions will be returned without review. Emailed and faxed submissions will not be accepted.

Questions

We believe the Request for Qualifications, and the enclosed material, will answer most questions that prospective firms may have. Should you have any additional questions, please contact Jeffrey T. Leber, Vice President/ Chief Operating Officer of SIHC, at (412) 464-4020 ext. 35.