

**Yale University Library
Request For Proposal (RFP) for Exhibit Case Design and Fabrication
Sterling Memorial Library**

SECTION 1: Administrative and Contractual Information	3
1.1 RFP Purpose	3
1.2 RFP Scope	3
1.3 Issuing Office	3
1.4 Pertinent Dates:	3
1.5 Inquiries	3
1.6 Proposal Preparation	4
1.7 Submission of Proposals	4
1.8 Selection Process, and General Criteria	4
1.9 Consultant Interviews	4
1.10 Notification of Successful Vendor	4
1.11 Errors and Insurance	5
SECTION 2: Detailed Requirements	5
2.1 Project Overview	5
2.2 Design of Exhibit Case	5
2.3 Environmental Conditions of Exhibit Space	7
2.4 Fabrication of exhibit case	7
SECTION 3: Consultant Requirements	7
SECTION 4: Consultant Proposal: Required Submittals	8
APPENDIX A	9

SECTION 1: Administrative and Contractual Information

- 1.1 RFP Purpose
Yale University (henceforth Yale) seeks proposals from vendors to design and fabricate a series of exhibit cases for the Sterling Memorial Library on the Yale University campus.
- 1.2. RFP Scope
This Request for Proposal contains the information and instructions from which an interested vendor can prepare a proposal and accompanying materials.
- 1.3. Issuing Office
Yale University Library issues this RFP. Yale University Library is responsible for the requirements specified in this RFP and for the evaluation of all proposals.
- 1.4. Pertinent Dates:
Submission Due Date: June 20, 2007
- 1.5. Inquiries
Inquiries regarding this Request for Proposal may be addressed to:

Paula Zyats
Assistant Chief Conservator
Preservation Department
Sterling Memorial Library
130 Wall Street
New Haven, CT 06511
(203) 432-1711
paula.zyats@yale.edu

Tara Kennedy
Preservation Field Services Librarian
Preservation Department
Sterling Memorial Library
130 Wall Street
New Haven, CT 06511
(203) 432-4335
tara.d.kennedy@yale.edu

- 1.6. **Proposal Preparation**
The proposal should follow the format outlined in Section 2 and 3 of this RFP. Vendors may augment their proposals with additional information that they deem appropriate. A site visit is encouraged.
- 1.7. **Submission of Proposals**
Vendors must submit four paper copies OR one electronic copy with a minimum of three references to:

Paula Zyats
Assistant Chief Conservator
Preservation Department
Sterling Memorial Library
130 Wall Street
New Haven, CT 06511
(203) 432-1711
paula.zyats@yale.edu

This RFP is for designing and fabricating exhibit cases for the Sterling Memorial Library. Your response should address these activities. It is the vendor's responsibility to assure that proposals are received on time.

- 1.8. **Selection Process, and General Criteria**
Yale reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.

Proposals will be evaluated using, but not limited to, the following criteria:

- ✓ The ability of the contractor to provide the services required
- ✓ The experience, efficiency, reputation, and judgment of the contractor
- ✓ References
- ✓ Price

- 1.9. **Consultant Interviews**
Yale may require additional information or determine a personal interview is necessary before selecting a finalist. Yale may elect to interview vendors at a location to be identified by Yale. All consultant expenses for travel associated with the interview are to be borne exclusively by the participating vendor and not Yale.
- 1.10. **Notification of Successful Vendor**
Upon approval, the successful vendor will be notified in writing. A purchase order will be issued and Yale shall prepare a contract. A letter will be sent to all responding vendors once a contract is signed and approved.

- 1.11. Errors and Insurance
Any errors or unsatisfactory service by the vendor, which are identified through inspection by Yale staff, shall be corrected without additional charge to Yale University.

During construction of the exhibit cases, the vendor will have on file in the Purchasing Department at 155 Whitney Avenue current Certificates of Insurance before performing any work at Yale. Certificates must include the following language: “Yale University is hereby named as additional insured under this policy for all liability coverages.”

SECTION 2: Detailed Requirements

- 2.1. Project Overview
The project will involve the design, fabrication and installation of exhibit cases in the Sterling Memorial Library nave area. The criteria for the exhibit cases for Sterling Memorial Library nave area are:

- Modular— each case is to be a separate unit, both in price and construction
- Retrofitted— cases are to be installed into existing furniture
- Design and Fabrication— state-of-the-art environmental controls and conservation-grade materials
- Access— cases should be easy to open, access, and modify (e.g. movable shelves)

- 2.2. Design of Exhibit Case
The exhibit cases are to be inserted into the “guts” of the wooden former card catalogs (drawers removed) in the main ‘nave’ area of Sterling Memorial Library. We are looking for a creative yet practical proposal to create exhibit cases inside this space. Images of the area are included in Appendix A of this proposal. An on-site visit is welcome and encouraged. Specifications referenced in this proposal are from the National Park Service’s “Exhibit Conservation Guidelines.”

We expect the following to be incorporated into the design of the exhibit cases:

- Provide detailed, explicit drawings and specifications
- Case Stability, Security, and Access
 - Ensure practical access design for exhibit installation and exhibit design versatility
 - Create a physically stable, structurally secure case

- Provide appropriate security features
- Sealed Exhibit Cases
 - Location will require moderate-to-tightly-sealed cases with tight joints and gaskets around all entry areas
 - Precise fit
 - Air exchange rate: 72 hours or longer for one complete air exchange
 - Buffer changes in temperature and relative humidity
 - Maintain specific relative humidity
 - Provide dust-free environment
 - Microclimates within Exhibit Cases
 - Relative humidity and control through passive system
 - Temperature control
 - Provide adequate air circulation within the case
 - Provide access for maintenance
 - Allow for easy monitoring of temperature and RH
 - Provide safeguards for mechanical systems
 - Include appropriate and sufficient moisture-absorbent materials for passive control
 - Pollution Control Systems : options
 - Particulate filtration level for exhibit case (0.3 microns)
 - Ensure unrestricted airflow across the absorber
 - Incorporate enough absorber to remove pollutants for 6 months to a year
 - Provide access to change the absorber
- Use chemically stable materials for case fabrication
 - Moisture-impermeable construction materials
 - Use conservation-appropriate sealants
 - Use low VOC materials throughout case construction
- Lighting Design (NOTE: this may be contracted out through another vendor – lighting designer must submit design with the exhibit case proposal)
 - Develop an appropriate case lighting plan
 - A variety of options and light source choices
 - Filter/block all sources of ultraviolet/infrared radiation
 - Reduce heat gain and temperature cycling when necessary
 - Isolate lights/ power from the display chamber
 - If used, place incandescent and halogen light sources at least 36” away from displayed objects

- Incorporate heat-reflecting and insulating materials where necessary
 - Dissipate heat generated by exhibit lighting when necessary
- Adaptable lighting system
- Provide the ability for a range of 5-40 footcandles (50-400 lux) in both the upper and lower regions of the case
- Color correct
- Separate circuits and controls for specific lighting
- Easy maintenance

2.3. Environmental Conditions of Exhibit Space

Currently the temperature in the space fluctuates on a seasonal basis +/- 5°F, with an average temperature of 71°F. The average relative humidity level is 41% RH, with a seasonal fluctuation of +/- 22% RH. There is no humidity control in the space. No pollutant level studies have been performed in the space. It is believed that the particulate pollutants (dust) levels are significant.

Since the Library's special collections (with better climate control) will be using these cases, it is imperative that the environmental conditions be more stable than the current space conditions.

2.4 Fabrication of exhibit case

- Prior to construction and installation of the exhibit cases, the successful vendor will build and test case prototypes
- Installation of exhibit case
 - Test the fully assembled case in its final location to be sure it provides set conditions; test for offgassing and VOC emissions level, and lighting.
- Quality Control/ After Case Installation
 - The successful vendor will provide an Exhibit Case Maintenance Manual/ Schedule

SECTION 3: Consultant Requirements

The proposal should address how the vendor intends to address the needs of Yale concerning this project. Included in the proposal should be clearly marked sections, describing:

1. Installation: An overview of how the vendor plans to complete work during installation of the cases at Yale University, including length of time to complete on-site work.
2. Staffing: The number of staff the vendor plans to have on-site, qualifications, level of responsibility, supervision, etc.

3. Exception handling: How will questions that arise from the work be handled?
4. Communication: How will communications take place with pertinent Yale staff?
5. Innovations: Describe what, if any, innovative exhibit case design methods your company has.
6. Examples of work: Photographs or website links showing related projects.
7. Fee analysis: Schedule of fees and fee proposal.
8. Insurance: Proof of insurance as outlined in Section 1.11 of this document.

Each of these areas can include any additional information, or address issues in those categories not otherwise listed.

SECTION 4: Consultant Proposal: Required Submittals

Proposal: response to RFP

Drawings/plans

Vendor credentials

Vendor References: A list of at least three references is required, preferably other universities and/or large institutions that have worked with the vendor in similar projects.

APPENDIX A

I. Images and measurements.



Two-sided card catalog with three sections
Approximately 109.5” wide, 82.5” high, and 36” in depth



Side view of two-sided card catalog—36” deep.
Exhibit case will need to be two-sided also.



Area proposed as exhibit space
4 vaulted bays, each containing one 1-sided card catalog (162” wide, 20” deep), and 4 2-sided cabinets, as above.

