



St. Bartholomew's and St. Bartholomew's Conservancy

**The Stanford White
Triple Portal Joint Committee**

325 Park Avenue
New York, NY 10022

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Ray Vandenberg
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Tim Hook
Vestry Member
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James Marion
Vestry Member
St. Bartholomew's Church

Phil Conte, Chair
*Chief Operating Officer
St. Bartholomew's Church*

REQUEST FOR QUALIFICATIONS

Submission Due Date: [November 30, 2024](#)

PROJECT INFORMATION

Notice to Conservators

The Joint Committee on West Façade and Triple Portal Conservation, a collaboration between St. Bartholomew's Church in New York City and St. Bartholomew's Conservancy, Inc., also in New York City, is issuing a Request for Qualifications from interested architectural conservators to plan, direct, and manage conservation of the Church's main entrance known to art and architectural historians as the "Stanford White Triple Portal." The position being offered is **Lead Conservator** reporting directly to the Joint Committee and Owner's Representative. Prime responsibilities include:

- Overseeing testing and refinement of recommendations made in a recently completed conservation evaluation report, Excelsior Art Services, *Summary Report* ("the Summary Report");
- Summarizing, presenting, and packaging as bid documents the results of testing and refinements coalesced into a succinct and holistic Triple Portal conservation project;
- Vetting and soliciting qualified artisans and conservators to complete specific work under individual or collective subcontractors, and;
- Managing, coordinating, and providing artistic, preservation and conservation oversight of the Triple Portal project in its full form.

Project Objective

A product of the late 19th, early 20th Century cultural flowering often referred to as the “American Renaissance in Architecture and Art,” the Stanford White Triple Portal is a monumental sculptural masterpiece in stone and bronze. Artistically and historically, it bears witness to the creative sensibilities and design genius of not one but three renowned American architects - Stanford White, James Renwick, Jr., and Bertram Grosvenor Goodhue. Noteworthy also is that it was executed by three outstanding American Renaissance sculptors - Herbert Adams, Philip Martiny, and Andrew O’Connor, the last a protégé of Daniel Chester French.

In November 2022, St. Bartholomew’s Conservancy engaged Excelsior Art Services to conduct a conservation evaluation of the Triple Portal. The Excelsior recommendations include further testing of potentially applicable conservation methods by stone and bronze experts conversant with late 19th and early 20th Century conservation practices as well as contemporary conservation tools, such as laser cleaning and digital scanning. **On-line access to the *Summary Report* and its supporting technical Appendices**, can be promptly obtained by submitting a Letter of Interest via email to Conservancy Executive Director Constance Evans, at evans@stbconservancy.org

Primary project goals include:

- Maintaining the authenticity of the Triple Portal to the maximum extent possible;
- Adhering in all aspects of the project to the professional standards and ethics of the American Institute of Conservation;
- Obtaining approvals by the New York City Landmarks Preservation Commission, and other grant-making and review organizations;
- Minimizing the project’s impact on ongoing Church activity, and;
- Devising an affordable long-term maintenance plan for the Portal once conserved.

Budget and Term

Conservation of the Triple Portal is being funded by the St. Bartholomew’s Conservancy. It is expected that an overall budget for the project will emerge following the recommended preliminary testing and refinement of conservation methods and materials. Once underway the project may take two or more years to complete.

St. Bartholomew’s Conservancy is a wholly independent tax-exempt 501(3)(c) organization of historic preservationists dedicated to helping restore and preserve the exterior and gardens of the St. Bartholomew’s site, a National Historic Landmark on Park Avenue between 50th and 51st Streets in Midtown Manhattan. St. Bartholomew’s Church, a member of the Episcopal Diocese of New York, is a separate 501(c)(3) tax-exempt religious institution that owns the Landmark building.

Scope of Services

Although the Professional Services Agreement (“Contract”) will be executed with the Church, the primary reporting relationship will be with the Joint Committee and Owner’s Representative.

The Joint Committee is composed of six individuals drawn from the Church and Conservancy leaderships. The group includes Vestry Co-Chair Raymond Vandenberg; former Vestry Co-Chair and current Vestry member James Marion, M. D.; architect and current Vestry member Timothy Hook; Conservancy President Carole Bailey French; restoration architect and Conservancy Board member Walter Sedovic; and Conservancy Board member and former Chairman of the New York Landmarks Preservation Commission, Robert Tierney.

Prospective Lead Conservators responding to this RFQ must:

- Affirm their willingness to work within the philosophical approach and recommendation framework set forth in the *Summary Report*, maintaining ownership of what is ultimately done;
- Have recent and relevant experience in all facets of project management, and;
- Be excellent communicators with experience in presenting to public boards and commissions.

The preliminary scope of work is provided below.

A detailed scope of services and schedule will be negotiated at the time of contract development.

Phase 1 - Develop a Plan for Implementing the *Summary Report* Recommendations

- Meet with the Joint Committee to review identified project goals;
- Review the Excelsior existing conditions report and recommendations;
- Review New York Landmarks Preservation Commission mandates, New York City Building and Police Department requirements, and the yearly Church calendar;
- Coordinate with all other interested parties (as required) in concert with Owners Representative.
 - *Examples: Consolidated Edison, Metropolitan Transportation Authority (MTA).*

Phase 2 - Evaluate Conservation Options and Costs

- Test and refine the various conservation options recommended in the *Summary Report* and, based on those findings, develop an overall Budget and Timeline for Triple Portal conservation. The Budget should include soft costs, and the Timeline should take into consideration both the Church calendar and the timing of the MTA's plans for the Park Avenue rail tunnel.

Phase 3 - Oversee and Manage Implementation of Decisions Made in Phase 2

- General oversight and management as noted above.

GENERAL REQUIREMENTS

General

The following general information will be carefully followed by prospective Lead Conservators responding to this RFQ:

- All responders must furnish all information required by this RFQ.
- Respondents shall notify the Church and Conservancy via email to St. Bartholomew's Chief Operating Officer Philip Conte (pconte@stbarts.org) and Conservancy Executive Director Constance Evans (evans@stbconservancy.org) that they have received the RFQ so that any addenda or communications can be sent electronically to the contact person identified in the email.
- The Joint Committee reserves the right to conduct discussions with qualified prospective Lead Conservators in any manner it deems necessary to serve the best interest of the project.

Proprietary Information

- Each respondent has the right to identify data or other materials submitted in connection with this RFQ as trade secrets or proprietary information which will not be subject to inspection or review by parties other than the Joint Committee.
- All information developed during the conservation project, whether digital, written, photographic or otherwise recorded, shall be deemed the property of the Conservancy and Church and shall not be used or communicated for any other purpose without the consent of both the Church and Conservancy. In instances where such permission is sought, the required consent will not be unreasonably withheld.

Questions and Communication

- All contact between prospective Lead Conservators and the Joint Committee with respect to this RFQ will be formally held at scheduled meetings, or in writing. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to the Joint Committee via email at evans@stbconservancy.org and pconte@stbarts.org and *must* be received before **October 30, 2024**. Only written questions will be accepted. Questions and/or comments submitted after the deadline set forth within this RFQ will not be answered.

- To all questions and comments submitted hereunder and deemed to address a matter that is relevant and substantive in nature, the Joint Committee will respond within a reasonable time period in the form of a written Addendum that will be transmitted via email to all prospective Lead Conservators who have received and acknowledged receipt of this RFQ. Oral communications between the Joint Committee and a prospective Lead Conservator regarding the interpretation or meaning of any aspect of this RFQ may not be relied upon for any purpose.

Addenda to the RFQ

- The Joint Committee reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Lead Conservators who are on record with the Joint Committee as having received this RFQ. If, in the opinion of the Joint Committee, the deadline for the submission of qualifications does not provide sufficient time for consideration of any Addendum, such deadline may be extended at the discretion of the Joint Committee.
- It will be the responsibility of each prospective Lead Conservator to contact the Conservancy Executive Director and Church Chief Operating Officer identified in the RFQ prior to submission of qualifications hereunder to determine whether any Addenda have been issued in connection with this RFQ. Notwithstanding any provisions to the contrary, the failure of any prospective Lead Conservator to receive any Addenda will neither constitute grounds for withdrawal of its submission nor relieve such prospective Lead Conservator from any responsibility for incorporating the provisions of an Addendum in its submission. Upon issuance by the Joint Committee Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, each prospective Lead Conservator will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the City or State of New York, or any public body or charitable institution in the City or State of New York. This representation will be deemed to include the payment of taxes and employee benefits. The prospective Lead Conservator further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any public body or charitable institution in the City or State of New York during the term of the contract. The prospective Lead Conservator agrees that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in any procurement activity of a nature similar to this RFQ. The prospective Lead Conservator will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in procurement activity of a nature similar to this RFQ and will include in each of its subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

Submitting Qualifications

- The deadline for submitting qualifications has been provided herein.
- Except as set forth below, a Cover Letter must accompany the submission of qualifications. The purpose of the Cover Letter is to formally submit the qualifications to the Joint Committee and to bind the submitting prospective Lead Conservator to the terms, conditions and specifications contained in the RFQ. The Cover Letter must be signed by an individual who is authorized to bind the submitting prospective Lead Conservator to all matters set forth in the qualifications.

Late Qualifications.

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered.

Rejection of Qualifications

The Joint Committee reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Joint Committee determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a submitting Conservator does not meet a mandatory requirement, it will be rejected.

Presentations

The Joint Committee may elect to conduct interviews with prospective Lead Conservators. Those selected for an interview will be notified by **December 15, 2024**. The Joint Committee anticipates that interviews will be conducted during the dates of **January 15 – 31, 2025**.

Negotiation

The Joint Committee requires a minimum three-person team to negotiate with prospective Lead Conservators. The team will consist of representatives of both the Conservancy and the Church.

In the event that the Joint Committee determines in writing and in its sole discretion that only one prospective Lead Conservator is fully qualified, or that one prospective Lead Conservator is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Prospective Lead Conservator. The Joint Committee reserves the right to negotiate any aspect of the submission or the contract in any manner that best serves the needs of the Joint Committee and is within the scope of the RFQ. The Joint Committee is under no obligation to award but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Costs of Responding to this RFQ

St. Bartholomew's Conservancy, St. Bartholomew's Church, and the Joint Committee will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Submittal Organization and Format

Submissions will address the following general topics and emphasize the prospective Lead Conservator's qualifications to perform the required tasks. Submissions will be evaluated on the basis of information presented by the prospective Lead Conservator and the evaluation criteria set forth in this RFQ. This selection is a Qualifications-Based Selection (QBS) process, and no firm shall submit estimates of cost with its response to this RFQ. Prospective Lead Conservators must follow the submission format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Conservator's submission. All submission elements shall be included and shall include at a minimum the following:

Cover Letter

A Cover Letter must be prepared on the prospective Lead Conservator's letterhead, must accompany the submission, and must be signed by the prospective Lead Conservator or a duly authorized representative. The Cover Letter must include an affirmative statement that binds the prospective Lead Conservator to the terms, conditions; and specifications contained in the RFQ. At minimum, the letter must include all of the following information:

- Prospective Lead Conservator's full legal name
- Type of entity and state of organization or incorporation
- Prospective Lead Conservator's principal address
- Prospective Lead Conservator's mailing address (if different)
- Name and title of contact for the purposes of this RFQ
- Telephone number and email address of principal contact

Background

This section will include a brief resumé of the prospective Lead Conservator's previous projects, and, if applicable, include the name and contact information of any person who will have authority to negotiate on behalf of the prospective Lead Conservator. This section will also include a general description of the prospective Lead Conservator's experience in providing the services described in this RFQ, including any special qualifications, experience, and awards. At the election of the prospective Lead Conservator, this Background information may be included in the Cover Letter.

Project Approach

The purpose of this section is to present the prospective Lead Conservator's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and contractors and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the prospective Lead Conservator's philosophical approach to conservation and approach to quality/control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The prospective Lead Conservator should address how the Joint Committee will be integrated into the services to be provided under this RFQ.

Project Personnel

Where applicable, this section will contain the names, background, and experience on similar types of projects of key personnel proposed for these services. An organizational chart showing their duties, responsibilities, and the lines of communication must be included. Resumés that demonstrate experience on similar projects and specify the duties performed during those projects should be included as an appendix to the submission. The submitting prospective Lead Conservator should also guarantee that so long as the key personnel proposed are employed by the prospective Lead Conservator, they will be assigned to this project for its duration. Following the award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Joint Committee.

Experience and Qualifications

This section should discuss the experience and qualifications of the prospective Lead Conservator and the project team, if any, in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all Conservators as it relates to this project must be discussed. For a prospective Lead Conservator to be deemed qualified to perform the services described in this RFQ, the experience listed in this section must be in accordance with or contain the following:

- Completed within the last five (5) years from the issuance date of the RFQ
- Be of a scope at least similar to that outlined in this RFQ
- Be briefly described
- List the scope of services provided by the prospective Lead Conservator
- Contact information for references

Financial Responsibility

Unless such information is otherwise included in the Background section, the prospective Lead Conservator will additionally provide a statement indicating the length of time the prospective Lead Conservator has been in business, the number and location of offices if more than one, and the current number of full-time employees, if any.

Format

The submission in its entirety shall be a PDF file using 8.5"x11" pages, tabbed by section and be a maximum of 20 single-sided pages. If a submitting individual or firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so. No more than eight (8) photo images should be included. Maximum file size is limited to 40MB.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

- Philosophical Approach (30%)
- Technical Approach (20%)
- Professional experience (20%)
- Past Performance (30%)

END OF REQUEST FOR QUALIFICATIONS