

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS (RFP)**

**Project Name: "Red Wing" Sculpture Restoration and Relocation**

Issued: February 20, 2019

Proposal ID# 072-19-606

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN:** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") for the "Red Wing" Sculpture Restoration and Relocation. It is the intent of Lackawanna County to award this contract within fourteen (14) days of receipt of the proposals. The project should be completed within sixty (60) days of the contract award.

**2. PURPOSE:**

The purpose of this request is to solicit proposals from qualified vendors/contractors who can meet the specifications outlined in Attachment "A". The selected firm will provide the best option for the County, in terms of removing, restoring, and replacing sculpture at a new location. The full scope of work is contained in the Attachment "A". The County may select proposed work based on budgetary availability.

"Red Wing" is a 1976 welded steel plate sculpture that was gifted by the artist Hope Horn to the County of Lackawanna. The piece measures 7'-5" wide by 9' tall and is located on a sidewalk on the Spruce Street side of the Lackawanna County Courthouse. The sculpture currently has no base and is secured directly into the sidewalk. Although it was repainted at one time (observed on inspection of piece), there is no information about the previous restoration and no specifics regarding restrictions or requirements concerning restoration in any documentation by the Hope Horn Estate. Current photos of the sculpture are located in Appendix A.

The Everhart Museum of Natural History, Science and Art located at 1901 Mulberry Street, Scranton, has agreed to take ownership of the sculpture where it will be reinstalled outside the museum. A committee of experts familiar with Ms. Horn's work selected the paint colors that would reflect her artistic vision and style. Details of the required sculpture treatment are attached in Appendix B. Colors are located in Appendix C.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

Proposal documents and specifications will be available on-line at the County Website:  
[www.lackawannacounty.org](http://www.lackawannacounty.org)

Submission: Four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Board of Commissioners  
c/o Don Fredrickson - Chief of Staff  
Lackawanna County Government Center at the Globe  
123 Wyoming Avenue, 6<sup>th</sup> Floor  
Scranton, Pennsylvania 18503

Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal clearly marked on the outside of the envelope along with the Project Name and Proposal ID#. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service, causing the submission to be received after the below-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.**

Submission Deadline:

Respondents must submit their written proposal by **11:00 a.m.** prevailing time on: **Wednesday, March 13, 2018**

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole

discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject any or all proposals.

#### **4. PRE-PROPOSAL MEETING:**

There will be an opportunity for prospective Proposers to meet with the County staff and/or their representatives for a Question and Answer session at 1:00 p.m. at the Lackawanna County Courthouse "Red Wing" Sculpture location: Wednesday, February 27, 2019. Prospective proposers can also visit the new location site at the Everhart Museum.

#### **5. QUESTIONS:**

Questions must be submitted via email to: Maureen McGuigan at [McguiganM@lackawannacounty.org](mailto:McguiganM@lackawannacounty.org)

Final questions pertaining to this RFP must be submitted on or before: Wednesday, March 6, 2019

\* Questions will be answered by the appropriate officials and responses via posting on the County's website by Monday, March 11, 2019.

#### **6. SPECIFICATIONS:**

See Attachment A

#### **7. CRITERIA FOR EVALUATION OF PROPOSAL:**

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- Experience and reputation with respect to representation of governmental entities;
- Knowledge of the subject matter of the services to be provided to the County;
- Ability to meet timelines and schedules for completion as set forth by the Board;
- Availability to accommodate any required meetings of the Board;
- Other factors determined to be in best interest of the County based on the Board's sole discretion;
- The vendor must submit a certified copy of a current financial report of the company;
- The vendor shall submit a list of three (3) references, including name of institution, address, contact person and phone number.

#### **8. PROPOSAL:**

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein, as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All proposals submitted to the County must include the following:
  - Name, address, and brief description of the firm;
  - The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - A statement of assurance that the firm is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations; and
  - A statement that the firm or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.
  - The vendor's demonstrated experience and expertise in art restoration. Experience shall include

current and past project/services provided of a similar scope and size, as well as experience of support staff and management.

**9. CONFLICT OF INTEREST:**

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

**10. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:**

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

**11. RESPONSIBILITIES:**

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.
- In the event that the Vendor or any of its employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- All Lackawanna County buildings are DRUG-FREE. The Vendor and all of its employees agree to comply with this DRUG-FREE policy while performing services on County property.
- No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

**PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS.**

**12. CONFIDENTIALITY:**

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information) and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.