



Request for Proposals for Conservation Services for Phelps-Hatheway House Wallpaper

Connecticut Landmarks (CTL) has received federal grant funding from the **National Park Service, Save America's Treasures** program to conserve and stabilize the imported French wallpaper at the Phelps-Hatheway House and Garden in Suffield, Connecticut. The wallpaper, found in the north wing, covers two wide halls, a sitting room, dining room and two second floor bedrooms. The rooms are decorated with five distinct handblocked French Louis XVI wallpapers by Jacquemart et Bernard with wood blocks made by Jean-Baptiste Réveillon and presumed to have been printed between 1791-95. In 2021, a wallpaper condition assessment was performed and recommendations for the conservation treatment of the wallpapers were presented.

Project Background

The Phelps-Hatheway House & Garden is listed on the National Register of Historic Places (at a "national" level of significance and highlights the luxurious lifestyle enjoyed by two wealthy 18th-century Connecticut Valley families until their fortunes collapsed. A Suffield native, Shem Burbank built the center chimney structure in 1761 where he and his wife Anna Fitch Burbank raised nine children. Due to economic conditions after the Revolution, Burbank's wealth collapsed.

In 1788, he sold the house to Oliver Phelps originally of Windsor, who served as Deputy Commissary under George Washington. In 1794, Phelps commissioned the addition of a substantial wing decorated with imported Parisian wallpaper. The contrasts between the two sections of the house further highlight the differences between Burbank's and Phelps' personalities, experiences, and times. Later, Phelps attempted to sell significant swaths of land that had belonged to members of the Seneca Nation as part of Connecticut's Western Reserve. When a precarious market made him lose his property in 1802, he moved to Canandaigua, NY, where he died in 1809.

The Hatheway family took possession of the house from the early 1800s to 1914, accumulating an attic full of artifacts that document life from that time. Sumner Fuller and his mother Emma carefully preserved the property which was donated to the Antiquarian & Landmarks Society (now CTL) upon Mrs. Fuller's death in 1956. Today, the museum boasts an extensive collection of 18th-century antiques while the grounds feature a Colonial Revival Garden designed by

landscape architect Mary Wells Edwards in 1964, a large herb bed, and scattered flowering shrubs, all lovingly maintained by the Suffield Garden Club.

The Phelps-Hatheway House is a three-part clapboard structure with a one-story south wing, a two-story center section erected between 1761 and 1767, and a two-story north wing added in 1794-95.

The first-floor dining room wallpaper was purchased by the Winterthur Museum in 1960 and replaced with a reproduction. The original wallpaper remains in the four other rooms.

Organization information

Founded in 1936, Connecticut Landmarks is a statewide network of twelve significant historic properties that span four centuries of Connecticut history. Connecticut Landmarks stewards a portfolio of historic house museums and landscapes to inspire public interest in, and a deeper understanding of, the state's complex past. CTL engages visitors to find deeper meaning in complex stories that inspire them to take action in their communities. The funding for CTL is derived from endowments, fundraising, membership, and grants. CTL operates with an annual budget between \$1.5MM and \$2.0 MM.

Scope of Work

The scope of work is limited to the conservation treatment of four rooms with 18th century French/Réveillon pattern block printed wallpaper and one room with 20th century silkscreen reproduction wallpaper.

Goals and Objectives:

- Priority 1: Investigations & Scientific Analysis
- Priority 2: Stabilization & Surface Cleaning
- Priority 3: Improvement in readability

Expected treatment to be undertaken:

- Installation of protection and access to work areas
- Written & photographic documentation.
- Consolidate flaking design elements.
- Remediate mold & surface clean.
- Set down lifting tear edges & borders.
- Infill losses & tone.
- Spackle and paint plaster losses.
- Address damage at upper border of stairway landing.
- Inpaint abrasions
- Development of a long-term preservation plan

Scientific Testing & Analysis:

- Further investigate the original appearance of the wallpaper
- Lift discrete but representative areas of the wallpaper seams and borders
- Scientific analysis
- Onsite nondestructive analysis
- UV photography/multispectral imaging
- X-ray fluorescence analysis, interpretation & report
- Sample analysis by FTIR and/or Raman spectroscopy (includes five samples only)
- Digital restoration of the original color palette

Extent of wallpaper square footage:

- First & Second Floor Hall – 18th century wallpaper, approx. 550 sq. ft. first floor & 425 sq. ft. second floor.
- First Floor Sitting Room – 18th century wallpaper, approx. 350 sq. ft.
- Dining Room – 20th century screen print reproduction, approx. 380 sq. ft.
- Master Bedroom- 18th century wallpaper, approx. 525 sq. ft.
- Child’s Bedroom- 18th century wallpaper, approx. 275 sq. ft.

During the project, CTL will host three public programs with the selected conservators who will discuss the process and progress of the conservation treatment.

Project end date

The project must be completed during the two-year grant funding window. That window will close in December 2025.

RFP and Contract Award Timeline

Distribution of RFP	April 1, 2024
Deadline for Submitting Questions	April 5, 2024
Response to Questions	April 16, 2024
Submission Deadline	April 22, 2024
Contract Award	May 1, 2024
Contracted Work Begins	May 15, 2024
Contracted Work Ends	December 20, 2025

Budget

This project is funded by the National Park Service through their Save America’s Treasures grant program. Successful contractors will be required to abide by the regulations set forth under the program.

Authorized Federal Grant funds	\$	146,500
Authorized Matching Funds	\$	44,000
TOTAL BUDGET -	\$	190,500

Proposal Selection Criteria

Submissions will be evaluated and compared based on the following weight:

- Clarity of proposal and work plan, including conservation best practices (20%)
- Budget and costs (20%)
- Timeline (15%)
- Understanding of Wallpaper manufacturing techniques and the conservation of 18th century French wallpaper types (10%)
- Experience in managing this type of project (10%)
- Success in completing projects, including adherence to schedule and budget (10%)
- Experience with other local or similarly sized organizations (10%)
- AIC (AMERICAN INSTITUTE FOR CONSERVATION) recognized conservators (5%)

The work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and should adhere to AIC best practices in conservation. The National Park Service and State Historic Preservation Office will review and approve all work undertaken on the resource during the period of performance. This project is grant-funded and is subject to 2 CFR 200.

After selecting the conservation firm, CTL will collaborate with them to establish a start time in 2024. The work would occur over the winter and into the spring, with a focus on completing the restoration work in 2025.

At the conclusion of the RFP process, the selected vendor will sign a contract that includes the terms described in 2 CFR 200.327 and will be required to have a Unique Entity ID (UEI) assigned by SAM.gov.

Proposal Submission

- Cover Letter indicating interest in project. Indicate name, address, phone number, and e-mail of contact.
- Description of Firm. Please include your experience with projects that are inclusive, and accessible,
- Similar Project Experience. Please include information on how these projects are relevant.
- Summary of Work Plan. Describe your plan for accomplishing the work: the activities, format, and timeframe required to complete the project. Provide a timeline that includes each phase of the project.
- Budget and Requested Fee Schedule. Include the cost and add-ons and the maximum fee for this project. Identify personnel and non-personnel items separately within the total budget.
- Statement of Project Team and resumes, if applicable.
- References. Contact information for two references.
- Responses to Contract Term Questions.

Contract Terms Questions

Please review the following questions and provide a response with your submission. Be aware that Connecticut Landmarks will be the sole owner of the work products. At no time can the contract be assigned without Connecticut Landmarks' consent. Service fees will not be changed without a joint agreement between both parties. Connecticut Landmarks retains the ability to terminate the agreement for any reason upon mutually agreed advance notice.

1. Will your firm be able to be in compliance with C.G.S. 4a-60 regarding non-discrimination and affirmative action?
2. Will your firm be able to be in compliance with C.G.S. 31-53c regarding prevailing wages and keep records of the same?
3. Is your firm a Minority and/or Women-Owned Business Enterprise (MWBE)?
4. How available will the individuals assigned to this project work be? What back-up will be provided if they are unavailable?
5. What is your employee turnover rate? (Team members proposed should indicate how long they have been with the company.)
6. What is your approach to ensure diversity, equity, and inclusion in your workplace and work, as well as community engagement, employees and hiring, and design (inspiration, values, etc.)?
7. Do you subcontract, outsource, or use affiliates for core/non-core services? If so, will they be bound by the terms of the agreement with Connecticut Landmarks? Will your company remain liable for subcontractor/affiliate acts and omissions?
8. Does Connecticut Landmarks have the right to approve or reject subcontracting, outsourcing, or use of affiliates?
9. Will you agree to be liable for your negligence, fraud, and willful misconduct?
10. What is your insurance coverage? Do you have liability caps? Contractors will need to maintain general liability (\$1,000,000), workers comp (statutory), automobile (\$1,000,000) as necessary.
11. Is your company subject to any litigation, audits, or other government actions? Have any vendors been subject to them in the past? If so, what were the results?
12. Is there any conflict of interest that might interfere with your objectivity?
13. Please provide a copy of your form of engagement agreement or contract.

Contact & Submission

Questions and final submissions should be sent to Erin Farley, 59 S. Prospect Street, Hartford, CT 01606 or erin.farley@ctlandmarks.org. No phone calls please.

Connecticut Landmarks provides equal opportunity in employment to qualified individuals, regardless of race, color, religion, age, sex, marital status, civil union status, national origin, ancestry, disability including pregnancy, veteran's status, sexual orientation, genetic information, gender identity or expression, or any other characteristic protected by applicable state or federal law. CTL reserves the right not to award this contract.