



REQUEST FOR PROPOSAL

Nikolai Remisoff Murals Repair, Restoration and Cleaning

360 East Deerpath Road
Lake Forest, IL 60045
847.234.0636
www.lakeforestlibrary.org

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Overview

Lake Forest (Illinois) Library invites bids from qualified and experienced firms and organizations to provide professional repair, restoration and cleaning of eight large-scale and four smaller scale murals painted by Russian émigré Nikolai Remisoff in 1932 and featured on the walls of the rotunda of its historic building. The eight large murals (approximately 7 feet wide by 18 feet high) are set on canvas and depict famous poets, writers and philosophers of ancient times. The four smaller murals (approximately 7 feet wide by 6 feet high) are transition fresco panels painted onto the walls of the rotunda.

One striking feature of the Library is the copper dome that sits atop its rotunda. In recent years, the Library noticed damage to one of the larger murals, presumably from water leaking from the dome into the walls of the rotunda. The Library has just completed the process of repairing and restoring the original copper dome that included the addition of a new inlay gutter system. The murals were cleaned and retouched in 1955–1956 and restored by the Chicago Conservation Center in 1997.

Contact Person: Ishwar Laxminarayan, Executive Director
ishwar@lakeforestlibrary.org
847.810.4602

Date of Issue: October 12, 2023

Due Date: Friday, November 17, 2023, 5:00 pm (CST)

Submit to: Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
ishwar@lakeforestlibrary.org

Lake Forest Library Board of Trustees:

Jim Clifton, President; JoAnn Desmond, Vice President; John F. Johnson, Treasurer; Sue M. Shattock, Secretary; and Trustees Josh Jackson, Robert Shaw, Heather Strong and Emily Van Bel.

General

1. This RFP and any addenda are available on the Library's website at:
www.lakeforestlibrary.org/requests.
2. Prospective bidders are strongly encouraged to attend a pre-bid meeting on Friday, October 27, 2023, at 1:00 pm CST in the Library's rotunda to view the murals on site and learn more about the Library's operations, needs and expectations prior to submitting a proposal.
3. All questions pertaining to the RFP must be in writing and received no later than 5:00 pm (CST), Friday, November 3, 2023. Please send questions via email, using the subject line *Nikolai Remisoff Murals RFP*, to Ishwar Laxminarayan at ishwar@lakeforestlibrary.org. All written questions will be answered via addendum and posted to the Library's website at: www.lakeforestlibrary.org/requests by 5 pm CST on Friday, November 10, 2023. No questions will be accepted or answered verbally, nor will any question be accepted or answered after 5:00 pm CST on Friday, November 3, 2023.
4. Any changes to the RFP or addenda will be posted no later than Friday, November 10, 2023, by 5:00 pm CST.
5. Prospective bidders are responsible for checking the Library's website to ensure that they have the most current RFP information.
6. The Library is not liable for any costs incurred by any organization or agent thereof in connection with this RFP. Expenses incurred by responding organizations and its agents are the sole responsibility of the organization and may not be billed or charged to the Library now or at any time in the future.
7. Deadline for submissions is **Friday, November 17, 2023, at 5:00 pm CST**. Please submit a printed copy of your proposal to the Library address noted below:

Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

An electronic copy of your proposal should also be sent to ishwar@lakeforestlibrary.org.

8. All submitted proposals are binding until Thursday, February 15, 2024, ninety (90) calendar days following the RFP submission due date.

Scope of the Project

Lake Forest (Illinois) Library invites bids from qualified and experienced firms and organizations to provide professional repair, restoration and cleaning of eight large-scale and four smaller scale murals painted by Russian émigré Nikolai Remisoff in 1932 and featured on the walls of the rotunda of its historic building. The eight large murals are set on canvas and depict famous poets, writers and philosophers of ancient times. The four smaller murals are transition fresco panels painted onto the wall of the rotunda.

Provided below is a description of the 8 large-scale murals:

Mural	Description	Location	Size
1	Greek epic poet Homer is depicted with early lyric poet Pindar nearby.	Rotunda	7 feet wide by 18 feet high
2	Lyric poet Sappho is pictured next to Theocritus, a third-century BC bucolic poet, in a countryside setting.	Rotunda	7 feet wide by 18 feet high
3	The ancient masks of comedy and tragedy share the panel with Greek dramatists Aeschylus, Aristophanes, Sophocles, and Euripides.	Rotunda	7 feet wide by 18 feet high
4	Virgil, poet of Rome, appears in a panel with a waning moon, and according to Professor Schulze, he is "mindful of unpleasant times coming."	Rotunda	7 feet wide by 18 feet high
5	Cicero, the Roman orator, is accompanied by the statesman and philosopher Seneca.	Rotunda	7 feet wide by 18 feet high
6	A dove and olive branch adorn the warrior-like portrayal of the military historian, Xenophon; and Aesop is in the foreground.	Rotunda	7 feet wide by 18 feet high
7	Greek philosopher Diogenes is pictured with Aristotle, Socrates, and Plato.	Rotunda	7 feet wide by 18 feet high
8	The Greek mathematician, Pythagoras, is shown with the philosopher Thales, who holds a tablet bearing the Greek Words for "know thyself."	Rotunda	7 feet wide by 18 feet high



Above murals from left to right: Homer (1), Sappho (2), Aeschylus (3), Virgil (4)



Above murals from left to right: Cicero (5), Xenophon (6), Diogenes (7), Pythagoras (8)

The 4 smaller scale murals are approximately 7 feet wide by 6 feet high and are fresco panels painted onto the walls of the rotunda.



Above small murals from left to right: between larger murals 1-2, between larger murals 3-4



Above small murals from left to right: between larger murals 5-6, between larger murals 7-8

Evaluation Process and Criteria

The firm/organization that is awarded the contract will need to demonstrate an ability to provide a high level of skill and expertise in art repair, restoration and cleaning projects. It will have a proven track record of supporting libraries or similar institutions in their art restoration and cleaning efforts. Additionally, the selected firm/organization will need to work in close partnership with the Library staff to ensure that there is minimum disruption of library services and patron traffic during the repair, restoration and cleaning process. The Library is open 69 hours a week and receives several hundred visitors daily. Its main customer service desk is in the building's rotunda directly under the dome.

The RFP will be published and notice of its release sent to a select number of firms with relevant experience. The RFP and any addenda will also be available on the Library website at www.lakeforestlibrary.org/requests. The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The following criteria will be used in the selection process:

- Responsiveness and completeness of the response provided to the RFP.
- Experience and qualifications of firm/organization.
- Understanding of project objectives and scope.
- Experience with projects requiring historic sensitivity.
- References and examples of completed art repair, restoration and cleaning projects.
- Overall project management and ability to accomplish a project of this nature within the proposed time and schedule.
- The proposer's ability to provide any future maintenance or service needed for the ongoing upkeep of the murals.

Selection Process

The Library's Building Committee will review and evaluate the written responses to the RFP. The Building Committee may, at its discretion, seek expert advice in reviewing the responses. Firms submitting the top-ranked proposals may be invited to participate in an on-site interview at their own expense during the week of December 4-8, 2023. Full details regarding the interview schedule and format will be announced later in the process. The Committee will make a recommendation to the Library's Board of Trustees that will make the final decision and authorize the Executive Director to enter into contract negotiations with the successful organization. If these negotiations fail, the Library will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

The Library is under no obligation to select under this RFP, and it reserves the right to make any selection it chooses. The Library reserves the right to reject any and all submissions at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provision of this RFP. The Library also reserves the right to not award the project in its entirety, and instead focus on select murals that are in the most urgent need of repair, restoration and cleaning.

Submissions

Submit 1 printed copy of the completed response to this RFP no later than 5:00 pm CST, Friday, November 17, 2023, to:

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

Also send an electronic copy of your response to ishwar@lakeforestlibrary.org.

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The response must include the below listed required information in the stated order. Submissions should not exceed 20 single-spaced pages. This limit does not include the cover letter and resumes. The submission may be printed single-sided or double-sided as long it does not exceed the 20 single-spaced page limit.

Required Information

Prospective bidders must have a strong record of art repair, restoration and cleaning work in public libraries, museums, or similar non-profit organizations. Bidders must familiarize themselves with the conditions of the murals to assess the method, timeline and cost of the project.

The following should be included in the submission in the stated order:

1. Introduction

- a. Cover letter with firm's name, address, email, phone, and fax number.
- b. Contact person's name, address, email, phone, and fax number.
- c. Statement of philosophy.
- d. A concise statement that demonstrates the organization's understanding of the project and scope of services sought by the Library.
- e. Description of the organization's approach to the project.
- f. Description of the implementation of the project, including listing of specific tasks.
- g. Proposed completion date and timeline for the project.

2. Organization History/Experience

- a. Number of years in business.

- b. Type of organization.
- c. Type of ownership, identify owners, partners, etc.
- d. Geographical areas of operation.
- e. Professional affiliations.

3. Personnel

- a. List of principals and stakeholders.
- b. Description of the size and composition of your organization.
- c. An organizational chart.
- d. Resumes of the proposed project manager and other key personnel proposed to be assigned to this project (the “team”).
- e. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

4. Experience and References

- a. Discuss your organization’s experience and, in particular, the team’s experience with repair, restoration and cleaning of murals or other works of art in public facilities and, in particular, public libraries.
- b. Indicate whether the work will be completed on site or if the murals will be moved off site for repair, restoration and cleaning.
- c. Identify five completed similar projects, that the identified key personnel have completed within the last five (5) years which best represent the skills of the organization and the team. For these projects provide:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of the client contact person.
 - iii. Summary of the project, including budget and year completed.

5. Fee Structure

Provide information on your proposed fee structure which separately lists the costs of repairing, restoring and cleaning each mural and related fees based on the scope of the project discussed above, separately stating, if necessary, any charges for anticipated reimbursable costs. This structure should be expressed as a “fee not to exceed” figure which itemizes all services included in the proposed fee, as well as an itemized list of what would be considered “additional services” if requested by the Library.

Other Information

Provide other pertinent information that you feel makes you qualified for the proposed project.

Responding organizations shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the project, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto. They will also secure and maintain in effect the appropriate insurance coverage throughout the duration of the project at the Lake Forest Library.

Anticipated Timeline

The Library would like to move quickly in the selection of a firm or organization to complete the repair, restoration and cleaning of the murals. The selected firm should be prepared to begin work immediately after a contract is signed with the goal of completing work by the end of the calendar year 2024.

Item	Due Date
Issue RFP	October 12, 2023
Pre bid meeting	October 27, 2023, 1 pm CST
Deadline for submitting questions	November 3, 2023, 5 pm CST
Addenda/Answers to questions posted	November 10, 2023, 5 pm CST
Completed proposals due	November 17, 2023, 5 pm CST
Interviews with Building Committee	December 2 – 7, 2023
Selection and notification	December 13, 2023
Complete negotiations and approval of contract	January 31, 2024