

SCOPE OF WORK
COLLECTIONS DAMAGE ASSESSMENT AND TREATMENT COST ESTIMATING
DR-4336/DR-4339 (PUERTO RICO)

BACKGROUND AND INTRODUCTION

Cultural resources are individual objects, collections, and even activities with artistic, educational, historic, scientific, social, or economic importance to a community. Cultural and historic resources are held in the public trust by a range of cultural institutions that include, but are not limited to, libraries, museums, archives, historical societies, cultural centers, municipal offices, and historic and archeological sites and properties. These institutions hold the collective history of our communities, our states and territories, and our nation. When disaster strikes, the recovery of these institutions and their collections as part of the Whole Community is essential for the successful recovery of the community.

Hurricanes Irma and Maria caused extensive damage to cultural institutions across Puerto Rico. Paper and book collections, paintings, furniture, textiles, and other collection items suffered direct impacts from flooding, leaking roofs, mold, and/or elevated relative humidity (RH) conditions. Managers of the FEMA Natural & Cultural Resources Sector and Natural and Cultural Resources Recovery Support Function (NCR RSF) of the National Disaster Recovery Framework are interested in retaining professional services to assess damage to collections and develop cost estimates for treatment of those collections.

Congress has mandated (P.L.115-123 § 21210) that FEMA and its cooperating agencies produce a strategic plan for Puerto Rico recovery within 180 days of passage of the bill (2/9/2018). FEMA has contracted with the RAND Corporation to facilitate the writing of the strategic plan, and the Federal government is obligated to submit damage cost estimates to RAND beginning 5/6/2018 and ending no later than 5/13/2018.

OBJECTIVE

The objective is to meet the mandates stated in P.L. 115-123 § 21210 in the quickest and most accurate way possible.

The cost estimates and reports must include:

- Key information about each cultural institution that will be combined with information from other cultural institutions in the final report (e.g., municipality, town, responsible entity; public or private nonprofit status; staff point-of-contact information, number of damaged objects per material/format)
- Observations/condition description of facility
- Photographs of damaged collections sufficient to illustrate what damage the treatment estimates cover
- Estimated costs to conduct conservation treatment or hire specialist conservators to prepare more in-depth conservation treatment proposals
- Preservation planning recommendations, such as training, when appropriate

- Recommendations and estimated costs for mitigation actions to make the institution more resistant to hurricane damage in the future

DEVELOPMENT PROCESS AND TASKS

The Conservators, with specialties in books, paper, objects, textiles, and paintings, will:

- Bring equipment and tools appropriate for conducting on-site assessments.
- Meet with FEMA/DOI staff to initiate damage assessment work.
- Work with estimates of collection object quantity/volume/size furnished by the institutions and mission-assigned curators to help inform damage cost estimates and reports.
- Complete the collections damage assessments using forms, logistics, equipment, and supplies provided by FEMA.
- Complete treatment cost estimates by May 13, 2018.
- Complete individual collections assessment reports, including forms, photographs, and cost estimates, by June 1, 2018.

ROLES AND RESPONSIBILITIES

The Conservators' roles will be to:

- In collaboration with mission-assigned curators, plan and coordinate site visits directly with institutions, keeping the Joint Field Office Point of Contact (JFO POC) apprised of the schedule.
- Prepare cost estimates for conservation treatment or to hire specialist conservators to prepare more in-depth conservation treatment proposals of damaged collections for approximately 200 cultural institutions in Puerto Rico.
- Apply technical expertise and prior knowledge of hurricane damage.
- Provide advice and technical assistance based on lessons learned in similar work elsewhere.
- Organize and produce costed damage estimates and collections assessments, recommending resources and funding when possible.

The JFO POC role will be to provide:

- An introductory letter to each cultural institution about the upcoming site visit(s).
- Cost estimates and damage assessment reports prepared by a previous mission-assigned team for reference and to reduce and/or eliminate duplication of effort.
- Questionnaires completed by institutions that will serve as the basis for site selections and visits.
- Training to establish consistent assessments by all teams.
- Additional professional assistance when necessary.
- FEMA/RSF approval of final document and preservation recommendations to Congress to be presented in the 180-day Strategic Plan.

TASK TIMELINE

- Meet with JFO POC, curators, and other stakeholders on Mon., April 23, 2018, for an initial orientation meeting.
- Begin Damage Assessments no later than (NLT) April 24, 2018.
- Submit collection-damage cost estimates NLT May 13, 2018.
- Submit collections damage reports to JFO POC NLT June 1, 2018.

DELIVERABLES

1. By May 13, 2018: Cost estimates for treatment of damaged collections or to hire specialist conservators to prepare more in-depth conservation treatment proposals for each institution visited
2. By June 1, 2018: Individual institutional collections assessment reports, including forms, photographs, and supporting documentation