Special Collections Library Display Case Design and Exhibition Design Services

March 19, 2003

Issued by
Procurement Services
Charlottesville, Virginia
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Overview of the RFP Process</td>
<td>1</td>
</tr>
<tr>
<td>II. Background Discussion and Goals of the University</td>
<td>2</td>
</tr>
<tr>
<td>III. Scope of Goods and Services</td>
<td>4</td>
</tr>
<tr>
<td>IV. Basis of Selection</td>
<td>7</td>
</tr>
<tr>
<td>V. Contents of the Proposal</td>
<td>8</td>
</tr>
<tr>
<td>VI. Information about this RFP</td>
<td></td>
</tr>
<tr>
<td>A. Procurement Schedule</td>
<td>13</td>
</tr>
<tr>
<td>B. Issuance of RFP and Questions</td>
<td>13</td>
</tr>
<tr>
<td>C. Preproposal Conference</td>
<td>13</td>
</tr>
<tr>
<td>D. Proposal Deadline</td>
<td>14</td>
</tr>
<tr>
<td>E. Oral Presentations and Negotiations</td>
<td>14</td>
</tr>
<tr>
<td>F. Communications</td>
<td>14</td>
</tr>
<tr>
<td>G. Formation of the Agreement with the Selected Firm</td>
<td>15</td>
</tr>
<tr>
<td>H. Provisions Deemed Included in the Proposal</td>
<td>16</td>
</tr>
<tr>
<td>I. Rejection of Proposals</td>
<td>18</td>
</tr>
<tr>
<td>J. Virginia Freedom of Information Act</td>
<td>18</td>
</tr>
<tr>
<td>Attachment 1 – Mandatory Contractual Provisions</td>
<td>19</td>
</tr>
<tr>
<td>Attachment 2 – Preferred Contractual Provisions</td>
<td>23</td>
</tr>
<tr>
<td>Attachment 3 – Procedure for Resolution of Contractual Claims</td>
<td>29</td>
</tr>
<tr>
<td>Attachment 4 – Requirements for Display Cases</td>
<td>31</td>
</tr>
<tr>
<td>Attachment 5 – Descriptions of Exhibitions in Harrison Institute/Small Library</td>
<td>41</td>
</tr>
</tbody>
</table>
Special Collections Library Display Case Design and Exhibition Design Services  
Request for Proposal #LP031903  
March 19, 2003

This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. It is the firm’s responsibility to ensure that the entire RFP package has been reviewed prior to the firm's submittal of a proposal. We encourage you to check the web site frequently for any changes prior to the submittal date. To receive a hard copy of the RFP or addenda (which will be identical to those posted on the web site unless otherwise noted), contact Becky Sims, Contracts Administrator, at (434) 924-1346 or email pur-rfp@virginia.edu. For additional public posting information consult Procurement Services web site at: http://www.virginia.edu/procurement/. For questions about the content of the RFP, contact the buyer listed in Section VI, Information about this RFP.

I. Overview of the RFP Process
The Rector and Visitors of the University of Virginia (University), a Virginia public corporation, seeks an experienced firm(s) to provide services for the design of display cases and exhibitions for its new special collections library, which will be known as the “Mary and David Harrison Institute for American History, Literature, and Culture” and the “Albert and Shirley Small Special Collections Library” (Library). This RFP is part of a competitive procurement process which helps to serve the University's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the University has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

For ease of reference, each firm receiving this RFP is referred to as a "firm" and the firm(s) selected to provide services for the University is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm.
It is the policy of the Commonwealth of Virginia and the University to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth and the University encourage firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

II. Background Discussion and Goals of the University

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson’s spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University’s standing as a leader in education, research, and community service.

The nearly 20,000 students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University’s outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it usually heads the list, but among all American universities, public and private.

Over 9,700 University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation’s finest, and graduates who have consistently been among the forefront of our nation’s shapers. At the University, our bright future is the direct result of our great history.
The University’s special collections are among the foremost special collections in the world and are valued in excess of $300 million. They are currently housed in Alderman Library and consist of nearly 300,000 rare books and 12 million manuscripts which chronicle the American experience and imagination from the discovery of the New World to modern times. Additionally, there are over 2.5 million items in the University archives and other materials such as maps, posters, broadsides and music scores. Exhibitions featuring a rotating selection of these materials are currently presented in display cases in the McGregor Room on the second floor of Alderman Library. The current special collections space is inadequate for the collections in size, flexibility, lighting and environmental conditions. These conditions are detrimental to protection, preservation, and exhibiting of these valuable rare materials and every new acquisition poses added problems for storage, care, and preservation.

The new Library, composed of 72,724 square feet, is currently under construction and is expected to be completed in February 2004. The display cases and exhibits must be in place by the beginning of the fall semester, August 2004. The new building is being constructed on four levels with the greater portion on two levels (57,244 square feet) below ground and two levels plus an attic (15,480 square feet) above ground replacing the former Miller Hall which was demolished as part of this project. The architecture of the new building will reflect the grace of Thomas Jefferson-designed buildings nearby and will accent the dignity of Alderman Library. The building will provide proper climate-controlled conditions for rare books and manuscripts, incorporate the evolving information technologies, and provide space for research, teaching, and first-rate exhibitions.

The entry level (first floor above ground) will contain a spacious exhibition gallery (38.5 x 38.5 ft.) that will highlight select portions of the University’s special collections through a program of changing exhibitions that will attract and interest students, faculty, staff, and the general public. There will be a room dedicated to archaeological discoveries at Flowerdew Hundred, a microcosm of Virginia history from before the Colonists through the Civil War. The upper level will contain seminar and private study
rooms that will provide vital meeting, conference, and research study suites for University students, faculty, and visiting scholars.

The first level below ground will provide space for a permanent exhibition of documents related to the Declaration of Independence and its signers, including one of 25 known remaining copies of the famous Dunlap printing. There will also be an auditorium that will provide multipurpose space to host conferences, sponsor University functions, and host lectures by University and visiting scholars. This level will contain a new Reference Room and Main Reading Room with vaulted ceilings and skylights. A Treasure Room will highlight the most valuable and prominent rare books and manuscripts and provide an opportunity for intimate viewing of these materials by small groups. The second level below ground will be the main repository for the University’s special collections. There will be space for an estimated 68,306 lineal feet of shelving that will eliminate the overcrowding being experienced in Alderman library and allow for decades of growth.

The investment in an expanded and improved new facility for the collections will enable its continued growth, increase the expected life of the collections through greatly improved climate controls and security, and increase access to and knowledge of the collections through programs and exhibitions.

In support of these objectives, the University seeks an experienced firm(s) to provide display case design and fabrication supervision, and exhibition design services as outlined in this RFP and attachments.

III. Scope of Goods and Services

It is the University's intent to enter into an Agreement with the Selected Firm to provide display case design and exhibition design services to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. In order to achieve this goal the Selected Firm may be requested to provide those goods and services outlined in this section. There will be a two-phase approach to this project - Phase I is
display case design and fabrication supervision with interior design coordination. Phase II is exhibition design with interior design coordination.

Phase I – Display Case Design Services

A. Display Case Design
   1. Design freestanding display cases for:
      a. Exhibition gallery (entry level, first floor above ground);
      b. Flowerdew Hundred room (entry level);
      c. Declaration of Independence room (first floor below ground); and
      d. Entrance foyer (entry level) that meet the requirements for design,
         construction, preservation, security, safety, and operation in an
         attractive, elegant solution as outlined in Attachment 4,
         Requirements for Display Cases.
   2. Produce detailed schematic drawings and narrative for the design of the
      display cases that will provide the necessary specifications to advertise for
      a display case fabricator and enable the display case fabricator to
      manufacture the display cases.
   3. Work with the University Library to select and evaluate display case
      fabricator.
   4. Work with the display case fabricator, ensuring that cases are
      manufactured and installed as specified

B. Coordination with Interior Design
   1. Work with the interior designer to ensure that the display cases coordinate
      with the design of the building, its interiors, and the specific room where
      the respective cases will be installed.
   2. Review the interior design plans for exhibit spaces and make
      recommendations where necessary.
      a. Review plans and interior design recommendations for the
         exhibition gallery. Make the necessary recommendations to ensure
that the interior design supports the functions of a changing exhibitions gallery. The gallery should have the same warm, elegant look as the public spaces in the building, yet have a style neutral enough to serve as a backdrop for a wide variety of exhibitions. Finishes and furnishings must be flexible and durable enough to accommodate frequent moving, multiple layouts, and heavy traffic. Lighting should be flexible, with the capability of achieving the balance between preservation standards and the viewing and reading needs of visitors.

b. Review the design of the Flowerdew Hundred and Declaration of Independence rooms as specified by the building architect. Make the necessary recommendations to ensure that the room will be an attractive and functional display space. Review should include assessment of the lighting, built-in casework, and finishes in terms of functionality, flexibility, and durability. The look of the rooms should be consistent with the interior design of the other public spaces in the building.

Phase II – Exhibition Design

A. Design major opening exhibition for exhibition gallery and smaller exhibits for the Flowerdew Hundred and Declaration of Independence rooms.
1. Design the overall look of the exhibition, including layout, traffic patterns, lighting, placement of artifacts in cases, necessary build-outs, pedestals, exhibition signage and graphics, and integration of multimedia technology (integration of the multimedia elements and hardware into the exhibition, not the design/development of the actual multimedia programs).
2. Manage the exhibition which may include signage/graphics fabrication, mounting, framing and installation; work with the University Library to develop the fabrication requirements, define scope of services, and establish selection criteria for exhibition fabricator; produce bid
documents; work with the University Library to select and evaluate exhibition fabricator; supervise exhibition fabrication and installation to ensure exhibition is manufactured and installed as specified.

3. Design the exhibition with the objective of keeping production costs low. Exhibition design should include ideas for value engineering and reusability of exhibit elements such as frames, mounts, signage, and graphics.

4. See Attachment 5, Descriptions of Exhibitions in Harrison Institute/Small Library, for detailed descriptions of exhibitions needing design services in this phase.

IV. Basis of Selection

A. The University will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to assist the University to meet its goals for display case design and exhibition design services as discussed in Section II, Background Discussion and Goals of the University, and Section III, Scope of Goods and Services;

2. The firm's relevant experience, qualifications and success in providing display case design and exhibition design services as outlined in this RFP;

3. The firm's references from Libraries that are comparable to the University Library and Special Collections;

4. The firm's financial proposal including but not limited to discounts, service charges and other charges;

5. The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;

6. The contractual terms which would govern the relationship between the University and the Selected Firm; and

7. Any other factors relevant to the firm's capacity and willingness to satisfy the University.
V. Contents of the Proposal

Proposals should include information outlined in this section. Seven copies of proposals must be sent to the Issuing Office, Procurement Services, Carruthers Hall, and not to any other office or department whatsoever at the University.

A. Operations

1. State the firm’s ability to provide the display case design and exhibition design services which are the primary goal of this RFP.

2. Provide a plan of operation to achieve the objectives set forth in Section III, Scope of Goods and Services.

3. Describe how the firm plans to provide display case design and exhibition design services. Include a description of how the firm will work with the University Library and Special Collections.

4. Describe the firm's plan for consultation and communication with the University Library throughout the display case design and exhibition design process

5. Describe the firm’s experience with limited production budgets, providing examples of cost-cutting measures and value engineering implemented in projects

6. Describe the firm’s experience with working with government (federal, state, local) purchasing regulations and RFP procedures.

B. Firm Information, Personnel, References

1. Provide a brief history of the firm and its experience with display case design and exhibition design services, including:

   a. Experience with designing display cases that meet the highest preservation and security standards and incorporate fiber optic lighting.

   b. Experience working with library and archival materials, providing examples of effective designs involving books, documents and two-dimensional artifacts.
c. Experience working closely with and supervising the work of display case fabricators and exhibit signage/graphics fabricators.

d. References from display case fabricators and exhibit signage/graphics fabricators with whom the firm has worked with on similar projects.

e. Experience with interior design for exhibit spaces and experience working with interior designers.

f. References from interior designers with whom the firm has worked with on similar projects.

g. Experience with integrating multimedia technology into exhibitions.

2. Provide information on those individuals assigned to work with the University Library including a description of their experience in display case design, exhibition design, interior design, lighting design, industrial design, and graphic design, as well as any relevant work experiences in museums, libraries, or related institutions.

3. Provide illustrated examples of display case design and exhibition design services work.

   a. Submit examples that demonstrate the range in terms of style, type, size, and budget of display case and exhibition projects in which the firm has been involved.

   b. Submit examples of projects that are similar in theme, size, or scope to the exhibition projects described in this RFP, and/or provide examples of projects that are similar in design to what the firm would propose for the Harrison Institute exhibitions.

4. Provide a list of all of the firm's clients comparable to the University Library and Special Collections indicating the length of service of each account. The University may contact and/or visit any of these accounts.

5. Provide a list of all the clients lost within the last three years which includes:
a. A contact name and telephone number
b. Length of service at the account
c. Reason for the loss

C. Financial Proposal
1. Provide two distinct pricing proposals that respond to the requirements of Phase I and Phase II separately, as well as a proposed timeline for completion of each phase.
2. Describe the firm’s proposed fees for providing each phase of the Services, and include all applicable hourly and mileage rates. The proposed fee must include all travel and other reimbursable expenses.
3. Describe how the University will be charged. Include any additional discounts available for early payment of invoices.
4. Provide a copy of the firm's most recent audited financial statements.
5. Describe how the University will benefit from cost savings by accepting the firm's proposed discount structure or any other available discounts.
6. State the firm's capability for accepting electronic payments through Electronic Data Interchange (EDI) or Automated Clearing House (ACH) and any additional discounts that may result from paying electronically.

D. Contractual Arrangements
1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of Attachment 1, Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions.

E. Site Visits
It may be necessary or desirable for the University's evaluation team of less than ten people to travel to a site chosen jointly by the firm and the University to view
its operation. Each firm will indicate whether it will reimburse the University for the reasonable and actual expenses (travel, lodging, meals, etc.) incurred by the University for its travel.

F. Small, Women-owned and Minority-owned (SWAM) Business
Specify whether the firm is a SWAM. The Commonwealth of Virginia’s definitions are:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than $1,000,000 in annual gross receipts.

- **Women-owned business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. “Ownership” in this context includes stock ownership.

- **Minority-owned business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. “Control,” “Operate,” and “Ownership” have the same meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marwill Islands, or the Federated States of Micronesia.
"Subcontinent- Asian Americans” include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to award 5% of its business to these firms.

G. Other Information

Provide any other information which the University should consider in evaluating the firm’s proposal.

VI. Information about this RFP

A. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date of RFP: 03/19/03
Preproposal Conference: 04/03/03
Deadline for Receipt of Proposals: 04/17/03
Oral Presentations/Negotiations 05/22/03
Contract Award: 06/30/03

B. Issuance of RFP and Questions

The Issuing Office for this RFP is:
Procurement Services
University of Virginia
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202

Attention: Lori Ponton, ASID
Telephone: (434) 924-4216
Fax: (434) 982-2690
TDD: (434) 982-HEAR
Email: lp3s@virginia.edu
Any questions concerning this RFP will be directed to Lori Ponton as listed above and not to any other person at the University. The University will determine whether any addenda should be issued as a result of any question or other matters raised.

C. Preproposal Conference
A conference for firms receiving this RFP will be held on Thursday, April 3, 2003 at 10:00 a.m. in Alderman Library Conference Room #423, Charlottesville, Virginia (map viewed at this web site: http://www.virginia.edu/Map/). Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. Please print a copy of the RFP and bring it with you as no additional copies will be provided at the conference. The University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to ask questions concerning this RFP. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Becky Sims either by email (pur-rfp@virginia.edu) or telephone (434-924-1346), no later than 2:00 p.m. EST on Tuesday, April 1, 2003 of the names, titles, and phone numbers of the individuals who will attend.

D. Proposal Deadline
All proposals must be received at the Issuing Office by 3:00 p.m., Thursday, April 17, 2003. Seven copies of each proposal must be provided in individual, bound volumes.

E. Oral Presentations and Negotiations
An oral presentation by two or more firms may be required after written proposals are received by the University. If the University requires such a presentation, the Issuing Office will schedule a time and place. Each firm should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own
qualifications for the services required and any other area of interest relative to its proposal. Oral presentations and negotiations are tentatively scheduled for Thursday, May 22, 2003.

F. Communications Between the University and the firms Regarding This RFP

Informal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, informal communications regarding this procurement will cease. Informal communications will include but not be limited to:

1. Requests from the firms to any department at the University, with the exception of Procurement Services for information, comments, speculation, etc.;

2. Requests from any department at the University, or any employee of the University, with the exception of Procurement Services for information, comments, speculation, etc.

Formal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement Services. Formal communications will include but not be limited to:

1. Preproposal Conference

2. Oral presentations

3. Site visits, Interviews, etc.
Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.

G. Formation of the Agreement with the Selected Firm

All proposals received will be carefully evaluated by the University. The University will then select two or more firms deemed to be fully qualified and best suited among those submitting proposals, on the basis of evaluation criteria described in this RFP. The University will then conduct negotiations with each of these firms. After negotiations have been conducted, the University will select the firm which, in its opinion, has made the best proposal. The University will award the agreement to the Selected Firm by either of these methods:

1. Accept the proposal as written by issuing a written notice to the Selected Firm which refers to this RFP and accepts all or part of the proposal submitted in response to it and/or any addenda submitted during the negotiation process; or

2. Execute a mutually satisfactory written agreement based on this RFP, the proposal submitted, and the negotiations concerning these.

3. If the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that firm.

Because the University may use alternative (1) above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Firms should also note that, as described in Section H, Provisions Deemed Included in the Proposal, certain matters will automatically be deemed part of the proposal.
H. Provisions Deemed Included in the Proposal

The University will consider each proposal to include not only the matters expressly stated in the proposal as requested in Section V, Contents of the Proposal, but also other provisions which consist of two different types: those which are "mandatory" and cannot be changed by a firm in its proposal; and those which are "preferred" by the University, but which a firm may wish to alter by expressly and specifically so stating in its proposal.

The University includes mandatory provisions so that all proposals will be governed by the same basic contractual terms. The University encourages any firm which feels that a mandatory provision is unreasonable to contact the University before proposals are due so the University can consider amending the provision. The University includes preferred provisions so that any difference between the firm and the University's preferred contractual provisions can be considered during the University's evaluation of proposals.

1. Mandatory Provisions

Each proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to the provisions of (a) and (b) below. Although such provisions will govern the firm's proposals as submitted, the University and one or more firms may later mutually agree to amend such provisions, such as when additional time is needed to consider proposals, or when contractual negotiations or performance indicate that such amendments are appropriate.

a. The proposal constitutes an offer by the firm which will remain open and irrevocable for a period of 120 days from the deadline for submitting proposals as stated in Section C, Proposal Deadline.

b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 1, Mandatory Contractual Provisions.

Unless a firm expressly and specifically provides otherwise in its written proposal, the proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to these provisions:

a. The firm consents to the University contacting and obtaining any information relevant to this RFP from the references and others identified by the firm in its proposal, as well as from any other persons, firms, or organizations which the University wishes to contact; and

b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 2, Preferred Contractual Provisions.

I. Rejection of Proposals

The University reserves the right to reject any or all proposals received. Nonacceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and the Selected Firm exists, or when the University rejects all proposals.

J. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials
to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.
Attachment 1

Mandatory Contractual Provisions

A. Nondiscrimination
During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests
The Selected Firm represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-4367 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 11-72 et seq), the Virginia Governmental Frauds Act (18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment
Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments
No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement Services and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.
E. Notices

All notices will be given in writing and deemed given when delivered to, or deposited in the U.S. Postal Service mail, certified mail return receipt requested, and addressed to the other party as shown below.

If to the University:
Eric N. Denby, C. P. M.
Director of Procurement Services
Carruthers Hall
University of Virginia
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202

If to the Selected Firm:
The person signing the Selected Firm's proposal in response to the University's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor

Selected Firm is not an employee of the University, but is engaged as an independent contractor. The Selected Firm will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Worker's Compensation and Employers Liability

The Selected Firm will comply with all federal or state laws and regulations pertaining to Worker's Compensation Requirements for insured or self-insured programs.
H. Drug-Free Workplace

The Selected Firm, its agents and employees are prohibited, under the terms of this Agreement and the Commonwealth of Virginia, Department of Personnel and Training Policy Number 1.02 executed by Governor Lawrence Douglas Wilder on July 1, 1991, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Selected Firm agrees to 1) provide a drug-free workplace for the Selected Firm's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm, the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

I. Information Technology Access Act

In accordance with §§ 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of the Agreement:
• Effective, interactive control and use of the Technology will be readily achievable by non-visual means;

• Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;

• Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and

• Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.

If requested, the Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.
Attachment 2  
Preferred Contractual Provisions

A. Goods and Services  
During the term of this Agreement, the Selected Firm will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. Term of Agreement  
The term for Phase I of this Agreement will begin upon execution of the Agreement until Fall 2004, and the term for Phase II of this Agreement will be for one year with an option for renewal by the University, if agreeable to the Selected Firm on the same terms and conditions, for two additional one-year terms. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal option whether to renew the terms of the Agreement.

C. Contract Administrator  
The University will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations, but cannot approve amendments to the Agreement or price changes.

D. Waiver  
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

E. Indemnification  
The Selected Firm will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses
(including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non-performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the University (its employees and agents) from and against any such claim.

F. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

G. Termination
If the Selected Firm fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm.

H. Non-Appropriation
Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated effective the last day for which appropriated funding is available.

I. Right of Audit
The University reserves the right to audit or cause to be audited the Selected Firm's books and accounts regarding the University's account at any time during the term of this
Agreement and for five years thereafter. The Selected Firm will make available to the University all books and records relating to performance of this Agreement as may be requested during said period.

J. Contractual Claims
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. Each Firm will maintain insurance which meets or exceeds the requirements of the University. No Agreement will be executed by the University until the Firm satisfied the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Comprehensive Commercial General Liability:**
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $500,000 per occurrence, with coverage for premises and operations.

**Automobile Insurance:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $500,000 per accident on all owned, hired, and non-owned vehicles operated by their employees.

**Additional Insured:**
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia."
L. Use of Agreement by Third Parties
If agreeable with the Selected Firm, these organizations may have access to any Agreement resulting from this RFP: 1) Any University related foundation, and 2) Any institution of higher education which is a member of the Virginia Association of State College and University Purchasing Professionals (VASCUPP). The current list of VASCUPP members is: College of William and Mary, George Mason University, James Madison University, Old Dominion University, Radford University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, and Virginia Polytechnic Institute and State University, and 3) City of Charlottesville and County of Albemarle. Potentially, other member schools of the Atlantic Coast Conference (ACC) may also have access to any Agreement resulting from this RFP if such access is confirmed by the University. The other ACC member schools who may potentially participate are: Clemson University; Duke University; Emory University, Florida State University; Georgia Institute of Technology, North Carolina State University; University of North Carolina; University of Maryland; Wake Forest University, and Wake Forest University Health Sciences. The Selected Firm will respond promptly to a request from any of these organizations for access to the Agreement, but is NOT required to enter into an equivalent agreement with the organization. A Firm's willingness to provide this access to these organizations will not be a consideration in awarding this RFP. Although the organizations may have access to the Agreement, their entry into any equivalent agreement with the Selected Firm is strictly optional.

If an organization chooses to enter into an equivalent agreement, it will so notify the Selected Firm in writing, and will proceed to execute such an agreement. The University will have no responsibility whatsoever for payment of invoices rendered to the organization, resolution of problems, or administration of contractual claims. The Selected Firm, at the request of the University, will provide usage reports for all VASCUPP members accessing the Agreement. The University anticipates requiring such reports quarterly. The University's sole intent is to provide other organizations with access to the University's Agreements and to provide Selected Firms with opportunities to do business with other organizations. It is understood and agreed that the University is
not responsible for the acts or omissions of any VASCUPP member, and will not be considered in default of the Agreement no matter the circumstances.

M. Favored Nations
The Selected Firm represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. The University's Authorized Representatives
The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to Selected Firm by the University's Director of Procurement Services.

O. Purchasing Manual
This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available on Procurement Services web site at:
http://www.virginia.edu/procurement/about/PurchasingManual.html

P. Copyrights
Unless expressly agreed to the contrary in writing, all documents, reports, writings, video images, photographs or papers of any nature prepared by the Selected Firm (or its subcontractors) in performing an Agreement will not be disclosed to any other person or entity without the written permission of the University, and the University will own all copyrights thereto.

Q. Small, Women-owned and Minority-owned (SWAM) Business Reporting
The Selected Firm will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly SWAM business report to the University by the 15th of the month.
following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:

Contracts Administrator
University of Virginia
Procurement Services
Carruthers Hall, PO Box 400202
1001 North Emmet Street
Charlottesville, Virginia 22904-4202

The quarterly SWAM business reports will contain this information:

- SWAM firm’s name, address and phone number with which the Selected Firm has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University’s account.

R. eVA Business To Government Vendor Registration

The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, is the Commonwealth of Virginia’s electronic procurement system. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution.
Attachment 3

Procedure for Resolution of Contractual Claims

Section 2.2-4363 of the Virginia Public Procurement Act requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment, however, written notice of the contractors intention to file such a claim will have been given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm must provide the written claim to:
   Assistant Director of Procurement Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia  22904-4202

B. Although the Selected Firm may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Assistant Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm mutually agree.
D. The Assistant Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm may appeal the decision to:

Director of Procurement Services
University of Virginia
Carruthers Hall
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia  22904-4202

by providing a written statement explaining the basis of the appeal, within 15 days after the Selected Firm's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement Services and the Selected Firm mutually agree.

G. The Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after the Director of Procurement Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.
Attachment 4

Requirements for Display Cases

General
This document outlines the University Library’s requirements for the freestanding display cases for the Harrison Institute’s exhibit spaces. The display case designer will provide an attractive, elegant solution to these functional requirements in a design that is in keeping with the design of the building, its interiors, and the respective room for the display cases. The display case designer will work with the interior designer to achieve a consistent look throughout the exhibition spaces and furnishings.

The display cases will be designed so that they offer a secure, controlled environment for the artifacts. Their design will be warm, elegant, appropriate for Mr. Jefferson’s historic university, and consistent with the interior design of the building. At the same time, their design will be neutral enough so that they may serve as an appropriate backdrop to a wide range of exhibitions. The cases will be designed to focus attention on the artifacts, thus, elegant and simple is preferable to heavy and ornate – the cases will not compete with the items they are displaying.

The cases will be designed to last a minimum of 30-40 years. They must be durable; their construction and finish will be able to withstand years of moving, handling, and use. Their design will be somewhat timeless so that they do not look dated in several years.

Case Design
Cases will be composed of two separate parts: the object chamber and the chamber support. The object chamber is the “display” component of the case. The object chamber must provide temperature, humidity, UV filtration and pollutant control. The chamber support is the “furniture” component of the case that physically supports the object chamber and will be designed to complement the architectural details of the exhibition gallery and meet the specifications provided by the interior designer or architect.
Exhibit case construction and materials

The display cases will meet the standards outlined in ANSI/NISO Z39.79-2001—*Environmental Conditions for Exhibiting Library and Archival Materials*, particularly the items specified in this document.


Materials used to construct the object chamber and supports for displaying items within the chamber will be chemically stable and physically non-damaging to displayed items. (refers to section 6.3 in ANSI/NISO Z39.79-2001)

All materials that do not meet preservation standards must be separated from the object chamber.

Materials listed in Appendix B-1 used in the construction of exhibition cases are generally recognized to be safe and can be assumed to meet the standard. Materials listed in Appendix B-2 are generally recognized not to be safe and can be assumed not to meet the standard. If wood is used in the construction of exhibit cases, it will not be part of the object chamber surrounding the displayed item. (7.1) (see ANSI/NISO Z39.79-2001 Appendix B-1 and B-2)

Adequate time will be allowed for curing and drying of construction materials prior to installation. Materials will be dry and odor free. (7.2)

Object chamber environment

Cases will be designed and constructed to minimize air infiltration and to provide a physically secure environment that meets the levels for relative humidity, temperature, light, and pollutants established by this standard. (7.3)

The object chamber will be constructed of component materials that meet the criteria established by this standard. The object chamber will be isolated from mechanical systems and any materials not meeting this standard. The object chamber will be designed so that environmental control systems and monitoring/recording devices can be introduced, if necessary, to achieve desired conditions. (7.5)
Cases will be airtight but not hermetically sealed, allowing for approximately one air exchange per day. Cases will be outfitted with high-quality, long-life compression seals or gaskets that are easily replaceable, if necessary.

Cases will include storage compartments with interface to the display area to house materials for pollutant and humidity control. The case will be vented through this compartment. The compartment will be accessible without opening or disturbing the object chamber.

Light intensity provided by any built-in lights will be between five and ten foot-candles. (3.2)

Any built-in light equipment will emit no more than 75 microwatts of UV light per lumen at 10 to 100 lux. (3.5.1)

The relative humidity in the object chamber will be maintained at 35% plus or minus 5%.

The temperature in the object chamber will not exceed 72°F. (5.1)

**Mechanical and electrical components**

Mechanical and electrical components will be exterior to the object chamber. Case design will take into account risks associated with the possible failure of mechanical and electrical systems. (7.6)

Exhibited items will be protected from heat generated by light sources and associated electric systems. (3.5.2)

Tall cases will be equipped with fiber optic lighting.

The lighting source will be located in a ventilated space isolated from the object chamber and will be designed so that the lighting component of this standard can be achieved. (7.7)
Sufficient ventilation and/or cooling fans will be incorporated as necessary to prevent temperatures inside the display case from reaching the maximum as outlined by the standard. The top of the light box will be constructed so that there is sufficient ventilation without upward light leakage.

The fiber optic lighting for tall cases will be contained in an upper light unit separate from object chamber. Lamps will automatically shut down in case of ventilation fan failure. The light box will be modular so that lamp replacement can take place offsite, not necessarily at display case, and the malfunctioning unit can simply be swapped for a replacement.

The light box will be accessible for service, bulb replacement, etc. without opening the object chamber.

Fiber optic light sources will be recessed into ceiling of display case and will not be visible when standing in front of case. Lighting spots within the case will have the ability to swivel in order to direct light within the case.

The functioning of lighting and ventilation systems must be inaudible to visitors.

Display area
Tempered glass with UV protection, such as a clear white (no green tint) laminated safety glass, will be used for clear display surfaces. Provide information on non-reflective glass options.

Glass display areas will be frameless – construction of edges will be glass-to-glass with no frames or mullions, yet very strong. Edges of the glass will be precision-ground and polished.

Tall cases will be equipped with a removable, adjustable shelving system using glass shelves. The system will accommodate single to multiple shelves of various sizes at different heights. This system will be composed of slim, unobtrusive metal rods that hang from a recessed track in the upper frame of the display case. Shelf support rods will be made of precision-ground and polished stainless steel rods that can be located at any point along the track to support single or
multiple shelves of various sizes (full or partial length/width of case) in different configurations. Accessories such as the glass shelves or steel rods will be easily reordered or fabricated. An equivalent system that functions as described above would be considered.

The back panel of tall cases will be equipped with fabric-covered display panels onto which graphics, labels, and exhibit items can be mounted OR Tall cases can be three-sided with a fabric-covered, non-glass back. The client would like to test fabrics prior to deciding on one for the fabric-covered areas.

There will be a fabric-covered display deck at the bottom of all cases. The display deck for tall cases will an angled label ramp on the three clear sides. The display deck for table cases will be a removable angled wedge with a flat deck underneath.

Fabric for back panels and display decks will meet the standards for use with archival materials (see Appendix B-1 and B-2). Fabric covering will be changeable.

Color will be decided in consultation with designers.

Security
Cases will be equipped with locks and alarms that are concealed.

Fire resistant or nonflammable materials will be used in the construction of exhibit cases. Display materials in direct contact or close proximity to exhibited items will not be treated with fire retardant chemicals that are potentially corrosive. (7.8)

Cases will be designed to prevent or minimize water damage from sources such as sprinklers or leaks. (7.9)

Display case designer and fabricator will have the ability to work with client’s security vendor, installing necessary equipment (provided by security vendor) within the display case per the vendor’s specifications and keeping these items concealed.
Case doors and hinges
Opening and closing the cases will be easy and safe; requiring only one individual. Case doors and hinges will be designed so that doors open smoothly and slowly, minimizing the risk of injury or breakage caused by hoods suddenly dropping or doors suddenly swinging out or in; concealed pneumatic hinges may be one such solution. Doors and hoods will swing completely out of the way, allowing staff unobstructed access to the display deck.

Case doors will open by means of a dual-actuated hinge. This would allow the door panel, once unlocked, to be released from its compression seal, and to rotate out and away from the display space, providing full access. This dual motion hinge will eliminate the need for a pivot cavity in the display space.

Hinge hardware will be fabricated from high-strength, high-performance metal that requires no lubrication that would harmfully off-gas within the object chamber or need routine reapplication of lubricant.

Hardware elements (hinges, locks, fasteners) will be concealed.

Accessibility
Cases must meet ADA requirements where possible. The University recommends the firm follow the Smithsonian Guidelines for Accessible Exhibition Design, with special attention given to Section B, Item II -- Exhibition Items, and Section B, Item VI – Furniture.

[http://www.si.edu/opa/accessibility/exdesign/contents.htm](http://www.si.edu/opa/accessibility/exdesign/contents.htm)

Service/Maintenance
Installation, training, and warranty will be included.

Specifications by exhibition space
Exhibition gallery (entry level, first floor above ground)
The exhibition gallery is a large room (1500 sq. ft) with a prominent location near the entrance of the Harrison Institute. The gallery is intended to house changing exhibitions (two to four per year) on a variety of topics, including history, literature, art, current events, etc. Display items often would come from Special Collections (mostly books, manuscripts, documentary artifacts), but also could include three-dimensional artifacts, artwork, and other items on loan. The gallery and its cases will also be able to accommodate traveling exhibitions.

In order to support the functions of the gallery, the display cases for this space will be:

- durable—able to withstand years of use, handling, and moving
- secure because of the gallery’s close proximity to the main entrance/exit
- easy to open/close—one person will be sufficient to open/close cases safely for quick, efficient installation and changes
- practical to move around—different cases may be used in different configurations for each exhibition and cases may be moved for special events
- flexible—design of cases will accommodate a wide range of artifacts of different sizes, shapes, and materials
- designed with a variety of exhibition types in mind, but particularly a good showcase for the opening exhibition
Approximate quantities, types, and dimensions of cases

22 – 26 total

- **Type 1:** Table case
  - Quantity 10-12
  - Display deck starts at 30”
  - Usable depth 30”
  - Usable height (at max point) 10”
  - Usable width 54”

  Removable display wedge – height at max point 7” (3” clearance between wedge and interior of case top)

- **Type 2-A:** Wall case, large
  - Quantity 6-8
  - Max height including light hood 76-78”
  - Light hood height 8-9” max
  - Display deck starts at 28-30”
  - Usable height 40”
  - Usable width 60”
  - Usable depth 14-18”

  Should be equipped with adjustable shelving system like described above; maximum shelf depth will be as close to case depth as possible

- **Type 2-B:** Wall case, extra-large
  - Quantity 2
  - Max height including light hood 76-78”
  - Light hood height 8-9” max
  - Display deck starts at 28-30”
  - Usable height 40”
  - Usable width 76-78”
  - Usable depth 26”
Should be equipped with adjustable shelving system like described above; maximum shelf depth will be as close to case depth as possible

- **Type 3-A: Vitrine**
  - Quantity 4-6
  - Max height including light hood 70-72”
  - Display deck starts at 30-32”
  - Usable height 32-36”
  - Usable width 20-24”
  - Usable depth 20-24”

**Entry Foyer (entry level, first floor above ground)**
The entry foyer is the entry-level lobby of the Harrison Institute. Just past the entry vestibule, it is a space measuring approximately 20’ x 10’. As visitors enter the foyer, they face the grand staircase and window, with the exhibition gallery immediately to the right. This space will welcome visitors to the Harrison Institute and convey the significance of the collections housed here. Two freestanding display cases are envisioned for this space—on either side of the visitors as they first step into the foyer. The cases are intended to draw visitors into the building by showcasing changing highlights of the collections and communicating the types of artifacts held in the Special Collections library. Because of the proximity of these cases to the entrance/exit and the environment outside the building, security, durability, and ability to maintain a stable internal environment are priorities for these two cases.

- **Vitrine**
  - Quantity 2
  - Display area starts at 30-32”
  - Usable display height 36-40”
  - Usable display width and depth 30x30”

**Flowerdew Hundred Room (entry level, first floor above ground)**
The Flowerdew Hundred Room is located on the entry level of the Harrison Institute. This room which measures approximately 18’ x 9’ will highlight the four centuries of Virginia history that can be told through the story of Flowerdew Hundred, a historic plantation owned by the family of David A. Harrison, after whom the Institute is named. Items on display will include documentary artifacts from Special Collections and archeological artifacts (Native American implements, pottery shards, etc.), supplemented by reproductions of maps, photographs,
illustrations, etc. In addition to the three built-in wall cases, one to three freestanding cases will be needed. The design of the freestanding cases will coordinate with the built-in cases. Exhibits in this room will change, although they all will focus on Flowerdew Hundred.

- Exact quantities, types, and dimensions of cases to be determined in consultation with the selected exhibition designer.

Declaration of Independence Room (first floor below ground)
The Declaration of Independence Room, which measures approximately 16’ x 18’, is located on the top floor of the Albert and Shirley Small Special Collections Library, which is one floor below the entry level of the Harrison Institute. The changing exhibits in this room will focus on the Declaration of Independence collection given to the University’s Library by Albert H. Small, after whom the library is named. Mr. Small’s collection is one of the finest Declaration collections and includes many American treasures, such as a Dunlap printing of the Declaration, Marquis de Lafayette’s copy of the Stone engraving of the Declaration, and manuscript items from all of the signers of the Declaration. Manuscript and printed documentary materials will constitute the majority of the items on display. Other items will include several large framed versions of the Declaration and portraits of the signers.

In addition to the three built-in wall cases, one to three freestanding, table cases will be needed. The design of these cases will coordinate with the décor of the room, which features stained wood wainscoting, sculpted wood friezes, and linen display walls, as developed by the architect in consultation with the donor. The cases will need to maximize the number of items that can be displayed in a compact exhibit area. Table cases with drawers that can be pulled out to view additional items (like a flat map cabinet) is one possible solution.

- Exact quantities, types, and dimensions of cases to be determined in consultation with the selected exhibition designer.
Attachment 5

Descriptions of Exhibitions in Harrison Institute/Small Library

I. Opening Exhibition
The University’s Library envisions the opening exhibition for the main gallery to be a “blockbuster” exhibition highlighting what Special Collections has to offer. While the exhibition should showcase treasures from Special Collections and highlight the strengths of the collections, it must be much more than a “treasures” show. The exhibition will incorporate both items of wonder—well-known, big-ticket, treasures—and items of resonance—those items which speak to visitors in intensely personal and meaningful ways. The exhibition will be exciting and visually compelling—attracting new audiences and undergrads to Special Collections, yet have a broad appeal and a sophisticated look that is in keeping with the significance of the materials and building’s historic surroundings. The opening exhibition will form the centerpiece of opening events for the library and will be on display for eight to twelve months after the building opens.

Objectives
• Produce a blockbuster exhibition that shows off Special Collections—highlighting its strengths, its breadth, and some of its quirky and personal miscellany
• Demonstrate the importance of collections of things and their applications; the importance of what Special Collections does and how it supports the teaching programs at the University
• Increase the visibility of Special Collections
• Bring new audiences to Special Collections
• Ensure that major collections and donors are represented

Themes
Focus on American History, Literature, and Culture (in the Institute’s name); highlighting Special Collections’ strengths and important collections
Topical approach to the strengths of Special Collections

- Jefferson/Founding Fathers
- Exploration—Age of Exploration, Western Exploration/Expansion
- Civil War
- American Literature
- Social History—letters, diaries, plantation records, runaway slave ads
- Major collections/collectors—McGregor, Barrett, Gordon, duPont Scott, etc.

Audience
Engaging to the general public – especially undergraduate students and their families, faculty, Charlottesville community members; the exhibition should attract audiences beyond the immediate local community

List of possible artifacts
Estimate 100-120 items for exhibition

Jefferson/Founding Fathers:
- Thomas Jefferson--Notes on the State of Virginia
  - Architectural drawings, Rotunda and Lawn
  - “Firebell in the night” letter
  - annotated Bible
  - Letter to boy named after him with instructions on how to live life
- Daguerreotype of Isaac Jefferson
- University of Virginia's Board of Visitors minutes book signed by Jefferson, Madison, Monroe
- Declaration of Independence—John Dunlap printing
- James Madison letter regarding ratification of Constitution

Exploration/Expansion:
- Columbus letter
- Bay Psalm Book
- Lewis & Clark journals
- Algonquin Bible—John Eliot
- Debray’s Great Voyages, inc. Hariot’s Virginia
- True Relation—John Smith
- Travels in the Interior of North America—Maximilian
- George Catlin
- Journals of those moving out west
Natural History:
Catesby
Audubon Quadrupeds

Social History:
Holsinger photos—Charlottesville community in the early 20th c.
Jackson Davis photos—educational conditions for blacks in Southeast in the early 20th c.
Richard Anderson photos—1960s civil rights demonstrations
Slave accounts, slave auction broadsides
Runaway slave broadsides

Civil War:
Record of Virginia’s vote for secession
Red Badge of Courage manuscript
Whitman—Leaves of Grass manuscript
Wine-stained diary
Generals’ letters
Soldiers’ diaries, letters
Daguerreotypes: Union soldier, Confederate soldier
Soldiers’ spurs, belt buckle

World War I & II:
WW Posters, sheet music, letters
The Sun Also Rises manuscript

American Literature:
Mark Twain—His daughter’s diary with his corrections
Faulkner—Marionettes
Report card
Manuscripts
Jacket, boots, typewriter
Uncle Tom’s Cabin
Glass Menagerie, Williams
Susanna Rowson
Langston Hughes manuscripts
Sylvia Plath’s college books

Donors/Collections:
Gordon—Diderot Encyclopedia, illuminated books, French books
McGregor—maps
Barrett—American literature
duPont Scott—sporting library
Tunstall
Mellon
Borges
II. Declaration of Independence Exhibition

Description
The Declaration of Independence exhibition will be located in the Declaration of Independence Room, which measures approximately 16’ x 18’ and is located on the top floor of the Albert and Shirley Small Special Collections Library, which is one floor below the entry level of the Harrison Institute. The basis for this exhibition will be the Declaration of Independence collection given to the Library by Albert H. Small, after whom the library is named. The exhibition will be somewhat traditional and classic in feel without being boring—it should convey the significance of the Declaration in a way that is lively and engaging. The design will be in keeping with the interior design of the space.

Objectives
• Bring to life the events and the signers of the Declaration of Independence
• Emphasize the individual contributions to the Declaration and the great risks that these men took
• Explain the importance of printing in spreading the word about the Declaration

Themes
• The context of the Declaration of Independence
• What the Declaration says
• The Signers – a heterogeneous group of individuals with different backgrounds, ideas, and objectives
• Printing history – how news of the Declaration spread throughout the Colonies
• The Declaration’s legacy
**Audiences**

The exhibition will be geared to the general public who visits the Harrison Institute, which includes students (undergrad and graduate) and their families, faculty, and the Charlottesville community.

**List of possible artifacts**

Mr. Small’s collection is one of the finest Declaration collections and includes many American treasures, such as a Dunlap printing of the Declaration, Marquis de Lafayette’s copy of the Stone engraving of the Declaration, and manuscript items from all of the signers of the Declaration. Manuscript and printed documentary materials will constitute the majority of the items on display. Other items will include several large framed versions of the Declaration and portraits of the signers.

- Declaration, Dunlap printing
- Declaration, various printings, inc. newspaper, various colonies, England, etc.
- Gage broadside offering clemency to all signers except Hancock and Samuel Adams
- Letter describing the reading of the Declaration at Fort Ticonderoga
- Map of Philadelphia, 18thc
- Engraving of John Trumbull’s painting of the signing
- Prospectus for Trumbull’s painting
- Oil portraits of 48 of the signers by Robert Edge Pine

- Declaration, Tyler printing
- Tyler subscription book including signatures of Jefferson, Madison, JQ Adams
- Declaration, Binns printing
- Letter from John Adams to Binns
- Declaration, Stone engraving, Lafayette’s copy

Manuscript materials from each of the signers including:
- Thunder and Rain letter, Caesar Rodney
- Letter from John Adams to Mercy Otis Warren
- Letter from Jefferson to Ellen Coolidge re: the desk on which he wrote the Declaration
- Letter from John Adams to Benjamin Rush re: reconciliation with Jefferson and account of surviving signers
III. Flowerdew Hundred Exhibition

Description
The Flowerdew Hundred exhibition will be located in the Flowerdew Hundred Room, located on the entry level of the Harrison Institute. This room measures approximately 18’ x 9’. The exhibition will highlight the four centuries of Virginia history that can be told through the story of Flowerdew Hundred, a historic plantation owned by the family of David A. Harrison, after whom the Institute is named.

Objectives
- Highlight the broad span of Virginia history that can be explored through the artifacts, inhabitants, and stories of Flowerdew Hundred
- Demonstrate how archaeologists and historians can piece together stories of the past through the fragmentary and documentary evidence they have gathered about the inhabitants of Flowerdew Hundred
- Explain the connections between Flowerdew Hundred, the Harrison family, and the Harrison Institute

Themes
Prehistoric Flowerdew Hundred—the site’s original inhabitants
17th-century Flowerdew Hundred—the Virginia frontier
18th-century Flowerdew Hundred—American cultural identity
19th-century Flowerdew Hundred—Civil War and social change
Flowerdew Hundred today—interpreting the past

Audiences
The exhibition will be geared to the general public who visits the Harrison Institute, which includes students (undergrad and graduate) and their families, faculty, and the Charlottesville community.
List of possible artifacts
Items on display will include documentary artifacts from Special Collections and
archeological artifacts (Native American implements, pottery shards, etc.) from the
Flowerdew Hundred Foundation, supplemented by reproductions of maps, photographs,
illustrations, etc.

Stone tools
Native American pottery
Colonoware
Brass coins, buckles
Iron tools, keys
Colonial British ceramics