

**Request for Qualifications
For
Stained Glass Releading and Restoration**

(Name of Client)

requests detailed qualifications and experience in preparation for submitting a Request for Proposal to your company. Please complete the following information and return to:

Client: _____

Client Representative: _____

Address: _____

City, State, Zip: _____

Qualifications and Experience

- List qualifications and experience.

Certification of Lead Safe Work Practices:

- According to the regulations in your State, please provide a copy of your company's Lead Safe RRP certification. (If your State does not have Lead Safe RRP Certification, please provide your company's Federal Lead Safe Firm Certification.)

Staffing:

- List all staff to be involved in the project.
- Include years of employment with this company
- Include years of experience with this company in similar positions of restoration
- Include years of experience with previous employers in similar positions of restoration
- Include overall stained glass background: e.g., education, training, etc.

Availability/Workload (guarantee of timeliness):

- Describe your ability to perform the work in a timely manner.

Insurance:

- Studio shall provide the client with a certificate of insurance naming the client as additional insured and have the minimum limits that will be set forth, as required by the client or other entity with oversight responsibilities.

Note: All studios offering proposals are required to inspect and acknowledge their inspection of the stained glass windows in their examination report. Provision of lifts, ladders or scaffold for adequate inspection is the full responsibility of the studio.

**Request for Proposal
For
Stained Glass Releading and Restoration**

(Name of Client)

requests detailed proposals and cost breakdowns for various options of services as deemed necessary or optimal by the invited studios. Attached is a rough window plan (to be verified by the studios) for your use. Subcontracting and Joint Ventures will not be permitted.

(Name of Client)

reserves the right to accept or reject any proposal

Project Summary

This project consists of _____ windows.
(Qty. of windows)

The windows were created by _____.
(Name of original studio and/artist -- if known)

The windows were installed in _____.
(Year installed)

Previous restoration work was performed by _____.
(Name of stained glass studio -- if known)

Year work was performed. _____

Scope of work to be performed:

Example: This project consists of 22 windows.
The windows were created by the Meyer of Munich Studio, Germany.
The windows were installed in 1915.
Previous work on the windows was performed by ABC Glass Works.
Work was completed in 1986.
Scope of work:
Windows will require removal, deleading, restoration, releading and reinstallation.

Submittals

Examination Report

Provide an Examination Report of the stained glass, frames, protective glazing and other pertinent factors relative to the project. The detail in this report shall be enough for the studio to adequately provide a Proposal for the treatment of the stained glass, frames and protective glazing for all of the windows with no exceptions and no opportunity to charge extra for "unforeseen conditions", unless specifically addressed.

Proposal

Provide a Proposal describing in full, the scope of work for each window and all aspects of each window including, but not limited to, the stained glass, lead came, frames and protective glazing. Techniques and materials shall be defined.

Presentation and Interview

Every studio participating shall be given a 1½ hour time-slot to present their Examination Report and Proposal. In addition, at this time, the client will ask an additional series of questions. Each studio will have their interview on separate days to prevent committee fatigue and pressure from the next interview. The client understands the importance of this project and the investments that will be made by participating studios and will not rush this process.

Project Award or Shortlist

Upon completion of the presentations, the client will either make an award or negotiate a final scope with one studio or short list the group down to two studios for a second interview session.

Project Name: _____

Project Address: _____

City, State, Zip: _____

Owner's Representative: _____

Email: _____

Phone: _____

Address to send correspondence to if different than above:

Name: _____

Street Address (PO Box): _____

City, State, Zip: _____

Site inspections may be performed by appointment between _____ and _____.
Please contact owner's representative to schedule appointment.