

STATEMENT OF WORK

GENERAL REQUIREMENTS

1.1 PROJECT INFORMATION

Name: Division of Architecture and Preservation Project Manager

Agency: PA Historical and Museum Commission
Bureau of the State Museum, Curatorial Division

Project Manager: Betsy Cremer
Acting Chief, Division of Architecture and Preservation

Work Location: Commonwealth Keystone Building
400 North St., Plaza Room N118
Harrisburg, PA 17120

Issuing Office: PA Historical and Museum Commission
State Museum of PA, Room 529
300 North Street
Harrisburg, PA 17120
Attention: Patricia Frey
Telephone: 717-772-8875
Email: pafrey@pa.gov

1.2 BID QUESTIONS/BID ADDENDUMS

Questions are due to the issuing office via email to pafrey@pa.gov by **2:00 PM on Thursday, March 12, 2026**. Answers to all questions and/or addendums will be posted to www.emarketplace.state.pa.us (click on "Solicitations", enter Solicitation Number # 6100065449 and click on "Search") by Wednesday, March 18, 2026 at 4:00 PM. No other questions will be permitted after this date. All questions and answers will become an addendum to the IFB (Invitation for Bid). The issuing office shall not be bound to any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued addendums by the issuing office.

An addendum may also be posted if the issuing office deems it necessary to revise any part of this bid, will be posted to www.emarketplace.state.pa.us. It is the potential bidder's responsibility to periodically check the website for any new or revised bid information or addenda prior to the submission of the bid. If an addendum has been issued, the bidder must print a copy of it, sign it and attach it to the bid response.

1.3 BID SUBMISSION

The bid submission is to be electronically submitted by **2:00 PM on Tuesday, March 24, 2026**. Bidders must go to the www.pasupplierportal.state.pa.us to submit a bid. Mailed, faxed, emailed and/or late bids will not be accepted.

1.4 BID RESULTS

Bidders will be notified of the bid results by email and will also be posted to the eMarketplace website under "Bid Tabulations". The bid tabulation includes all apparent bidders and responsive bids will be under review until the final award of the purchase order.

1.5 INFORMATION REQUIRED FROM BIDDER

To be considered, bids must respond to all requirements of the bid package. Any other information thought to be relevant, but not applicable to the categories below, should be provided as a separate attachment to the required bid information.

- Submit a letter and resume that details all academic training and work experience that meet the minimum qualifications listed in **Section 2.3 – Required Experience, Training, & Eligibility**. The letter must demonstrate a clear understanding of the tasks performed in **Section 2.1 Description of Work** and **Section 2.2 – Essential Functions**.
- Submit three (3) references, including names, street addresses, email addresses, and phone numbers.
- Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal or quote.
- Complete the IFB document electronically by providing an hourly rate which does not exceed **\$62.00** and attach the letter, resume, and references with the bid electronic response.

1.6 BACKGROUND CHECKS

The selected contractor will be responsible for obtaining a Criminal Background check, at their own expense, on an annual basis while working under this contract. The Pennsylvania State Police Criminal History Check may be obtained at <https://epatch.state.ps.us/Home.jsp>. The contractor must provide copies of a certified, clear report that contains the Commonwealth seal. This report must be submitted to the Project Manager prior to reporting to the Keystone Building facility.

1.7 CONTRACTOR USE OF PREMISES/ACCESS/WORKINGHOURS

The selected contractor must coordinate access to the site, identification badge, and working hours with the Project Manager. Work is to be completed during business hours, Monday through Friday. Alterations to the work schedule must have prior approval of the Project Manager.

1.8 PROJECT GUIDANCE

The selected contractor will work with the Chief of the Division of Architecture and Preservation. All aspects of the management of the projects will be coordinated with the Division Chief. The Division Chief will review and evaluate the contractor's work on an on-going basis.

1.9 TERM OF THE PURCHASE ORDER

The term of the purchase order will commence on the Effective date indicated on the purchase order and will terminate 24 months from that execution date. The contractor shall not start the performance of any work prior to the Effective Date of the purchase order and the Commonwealth shall not be liable to pay the selected contractor for any service or work performed or expenses incurred before the Effective Date of the purchase order. Further, the Commonwealth has the option to renew this contract for up to three (3) additional consecutive one (1) year terms if both parties are agreeable. The same terms and conditions set forth in the initial contract will remain in full effect for all renewal periods. If the renewal option is exercised, the contractor may adjust the hourly rate each renewal period provided the rate is not increased by more than 3% annually.

The billable hours cannot exceed 1,950 hours annually per the term of the contract. The contractor may work up to 37.50 hours per week. If it is necessary to work more than 37.50 hours a week due to a heavier workload or an operational need, the contractor must contact PHMC for approval before working any additional hours. Contractors are restricted from working on state recognized holidays without PHMC prior approval.

1.10 CONTRACT INVOICING

- The contractor is to submit bi-weekly invoices for the hours worked in the previous two-week period.
- The invoice must include the contractor's name, address, purchase order number, line item number, invoice date, days and hours worked, travel costs incurred during that time period with supporting documentation and itemized receipts, and the total amount of the invoice. Contractor will be reimbursed for associated travel cost as per the Management Directive 230.10 Amended Commonwealth Travel Policy and Manual 230.10 Amended – Commonwealth Travel Procedures Manual. A copy of the policy and manual can be viewed at <https://www.oa.pa.gov/Policies/md/Documents/230-10.pdf>.
- Invoices can be sent by mail to the address in the "Bill To" section on the purchase order or by email to 69180@pa.gov.
- Payment of invoices will be made through the Automated Clearing House (ACH). ACH replaces payment by check with electronic transfer of funds directly to the Supplier's designated bank account. To ensure payments are made properly via ACH, please add your bank account information to your commonwealth vendor account via the PA Supplier Portal at <https://pasupplierportal.state.pa.us/>. Remittance notification emails are sent on or before the payment date.

1.11 **VENDOR/SUPPLIER REGISTRATION NUMBER**

Contractor must apply for a Commonwealth vendor/supplier registration number to be able to submit an electronic bid response. To register to become a Commonwealth vendor, please go to PA Supplier Portal at <https://pasupplierportal.state.pa.us>.

IMPORTANT IFB DATES

February 24, 2026 – IFB is released

March 12, 2026 by 2:00 PM – IFB questions are due

March 18, 2026 – IFB Bulletin and/or Answers to Questions Posted

March 24, 2026 by 2:00 PM – Bid is due **electronic submission only**

Electronic bid responses are due by 2:00PM on Tuesday, March 24, 2026.

SECTION 2 PROJECT SPECIFICATIONS

2.1 DESCRIPTION OF WORK

Plan projects and submits to Chief of the Division of Architecture and Preservation. Apply a high level of professional expertise in evaluating the condition and integrity of historic structures and related features, and in developing restoration or rehabilitation plans, including drawings and specifications, for use in conjunction with the Site Administrator, other staff, consultants and the Chief of the Division of Architecture and Preservation.

Manage projects designed by DGS or outside architects and engineers serving as a representative for the agency throughout the design and construction phases.

Work on special projects and initiatives undertaken by the Division of Architecture and Preservation as part of its core mission to the agency.

Plan and manage assigned projects at historic sites and museums. Coordinate with site staff to minimize adverse impacts on the operation of the site.

Observe construction projects in progress to ensure conformance and compliance with the contract documents and with the Secretary of the Interior's Standards for the Treatment of Historic Properties (when applicable.) Conduct and attend job conferences and submit reports as needed for each project. Coordinate with the Chief of the Division of Architecture and Preservation. Direct contractors to correct deficient work.

Provide technical assistance to site maintenance staff.

Incumbent is responsible to be familiar with PHMC general safety rules and safety rules specific to this position; for working in a safe manner and following all PHMC safety rules; immediately report all workplace injuries or incidents to their supervisor; and to immediately correct any safety hazards in the work area or report same to supervisor.

This work may require overnight travel.

2.2 ESSENTIAL FUNCTIONS

1. Prepare forms, memos, letters, and reports
2. Manage, organize, and file project records
3. Survey preservation construction needs
4. Formulate project work scopes
5. Communicate orally and in writing
6. Observe construction projects in process
7. Requires overnight travel
8. Use computer and software normally used in the practice of Architecture (including CADD)
9. Utilize equipment, ladders, scaffolding and mechanical lifts to access roofs and other building areas for inspection

2.3 REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

A bachelor's degree in Architectural History, American History, Historic Preservation, or a similar field; and two years of experience managing historic preservation construction work; or

Two years of post-secondary education and training in the above designated fields of study and four years of experience in historic preservation and construction which includes directly overseeing construction work; or

Any equivalent combination of experience and training that includes two years of experience in historic preservation and construction management.