

STATEMENT OF WORK  
CONSTRUCTION MANAGEMENT SUPPORT SERVICES  
SI-Wide Architectural History and Historic Preservation  
October 4, 2022

The Contractor shall provide one (1) Assistant Preservation Manager for the Office of Planning, Design and Construction (OPDC), for the period of 24 months with the potential to renew the agreement for an additional 12 months. Work would commence after acceptance of a proposal and execution of the task order contract, and as soon as the assistant preservation manager has completed OPS security/ badging requirements and OCIO approval for access to Smithsonian computer networks. Support shall be provided to OPDC Architectural History and Historic Preservation staff for the following current and upcoming Preservation projects, with an emphasis on supporting Preservation staff for the Smithsonian's collection of historic buildings. These efforts include historic preservation design, Section 106 consultation, and architectural conservation.

The Assistant Preservation Manager will be available to work with staff in the OPDC Architectural History and Historic Preservation office at the Capital Gallery building when fulltime on-site operations resume or are combined with telework. Until then, the Assistant Preservation Manager will telework and interact remotely. Site visits are required. Interaction will be with AHHP, OPDC, and other Smithsonian staff, consultants, external agency staff and contractors, following SI and Lend Lease telework guidance as applicable to facilitate smooth communications and operations. For onsite operations, the position will require occasional trips to museum and zoo sites where preservation work is underway with travel by SI van, shuttle or transit as appropriate.

Contractor personnel shall perform the following functions:

1. Work with OPDC facilities AHHP preservation staff to provide construction and administrative support for projects, to include site observation, conservation reports, field reports, scheduling meetings, tracking responses, preparing and distributing meeting notes, administering DropBox and Teams sites, obtaining, analyzing and preparing relevant documents, PowerPoint presentations, etc., to assist SI Historic Preservation COTR.
2. Support OPDC Historic Preservation's Contracting Officer's Technical Representatives (COTR) for architectural conservation projects in coordinating with outside Architectural and Engineering (AE) consultants and IDIQ Technical Preservation firms in the performance of their work.
3. Collaborate with the preservation staff members and planning project teams in preparation of public facing documents as part of the Section 106 review and DC External Agency review processes. Post documents to AHHP's website, in conformance with ADA 508 compliance.
4. Assist in assembling and preparing deliverables and reports, including distribution within SI.
5. Research files as needed for issue resolution and back checking reports.

6. Other duties as assigned within this scope to support federal capital projects.

**Qualifications**

1. Demonstrated understanding of conservation of historic materials through site specific preservation projects, administration skills, preferably on major facilities. Experience with historic preservation construction projects, and architectural history research and writing of reports. Must be able to perform administrative duties included but not limited to note-taking, document management, and scheduling.
2. Graduate with a degree in materials conservation, architecture, historic preservation, or other design and construction related field, with emphasis on skills relevant to architectural history and historic preservation.
3. Ability to use DropBox, Teams, Excel, Word, Outlook, PowerPoint, In Design (Adobe Suite). AutoCAD drawing skills and GIS would be a plus but are not required.
4. Familiarity with museum designs, construction management, and cultural institutions, such as the Smithsonian, desired.
5. Ability to work and communicate effectively within a team, and ability to work independently required.
6. Excellent writing and verbal communication skills.

**end**