



TASK ORDER STATEMENT OF WORK
FOR

Historical Research Consultant
FOR

U.S. Embassy Buenos Aires

Project:

Chancery

Consultant:

TBD

June 17, 2024

TASK ORDER – STATEMENT OF WORK

Historical Research Consultant

1.1 Overview

The United States Government (USG), Department of State (DoS), U.S. Embassy Buenos Aires has a requirement for professional research services to support the heritage stewardship mandate for historic properties owned by the USG and managed by the Department of State, Bureau of Overseas Buildings Operations (OBO), Office of Cultural Heritage that are located outside of the United States. The Embassy seeks the services of a historical research consultant with expertise in architectural history and historic architectural design of Buenos Aires and Argentina in the 20th century. The historical research consultant will supply a written report, illustrated with archival images and current photographs, and provide the supporting materials for the report. This Statement of Work (SOW) defines the services to be performed by the historical research consultant, hereafter referred to as the Contractor.

1.2 Project Objective

The objective is to produce a research report in a written, narrative format with illustrations, citations, and bibliography, that documents the design and construction of the U.S. Embassy Chancery in Buenos Aires and evaluates it as an example of Eduardo Catalano's work and modernist design in the period. The research is undertaken to 1) present a historical and design context and an architectural description for the Chancery, 2) identify original, physical features and any culturally or historically significant areas representative of Catalano's ideas, and 3) create a visual record.

1.3 Project Description

The Contractor shall conduct archival research, gather documentation about the Chancery and its architect, Eduardo Catalano, and produce a written report that places the Chancery design in the context of Catalano's practice and theories and in context with architectural and urban design in Argentina at the time. The report also includes architectural description and notes of significant areas as revealed through the contextual research and on-site observations.

1.4 Special Conditions:

1.3.1 Qualifications of the contractor shall include:

- Proficiency in English;
- Demonstrated prior experience conducting research and writing reports of comparable scope/scale/quality about historic buildings and landscapes with a special focus on the second half of the 20th century in Buenos Aires and Modernism;
- Demonstrated prior experience with USG architectural research projects;
- Demonstrated experience identifying sources and gathering materials at public and private libraries and archives, building and planning agencies, government ministries, private collections, and other relevant repositories;
- The Contractor will have the necessary license(s) or certification(s) to conduct research on heritage properties in Argentina. The Consultant shall provide proof of licensure or certification in the proposal.

2.0 PROJECT REQUIREMENTS

The written historical report is derived from selective documentary research and on-site observations of the building(s) and setting. Development of the report includes research, analysis, and conveying information preserved in local libraries, historical societies, government agency archives, correspondence, oral histories, historical photographs, and architectural and engineering drawings. Other materials pertaining to the project and report development may be available at the U.S. Embassy.

The final written report consists of 1) introduction 2) historical background and design context, 3) a physical description of the building, noting significant areas or original elements; and 4) bibliography of known sources relevant to Catalano and the Embassy Chancery. The report shall be illustrated and referenced.

The Contractor shall complete the following tasks:

- Collect archival materials from local repositories to document the property and its architect. The archival materials may include maps, plans, surveys, plats, tax maps and records, design and construction drawings, historic photographs, aerial photographs, building permits and specifications, newspaper articles, and other key sources.
- Obtain high-quality digital scans or photographs of all archival documentation. Label and organize the digital files by source location. The file types may be TIFF, JPEG, or PDF.
- Compile a list or spreadsheet (Microsoft Word or Excel) of the digital material submitted that provides the file name, document title, document date, source, and credit line for each digital file.
- Prepare and provide a written report on the design of the U.S. Embassy Chancery in Buenos Aires and its reception at the time of construction as a Catalano project.

3.0 PROJECT OPERATIONS

3.1 Approach to the Project

The Contractor shall provide a project plan for the research methodology and execution of the tasks in the project proposal and initial meeting.

3.2 Location of work

Columbia 4300, Federal Capital, Buenos Aires, Argentina.

3.3 On-Site Inspection

The duration shall not exceed 4 hours.

3.4 Meetings

The Contractor shall attend a kick-off meeting and close-out meeting as required for the project work plan and conclusion. Additional meetings with Post and OBO Office of Cultural Heritage may be requested by the Contractor or USG to answer questions as they arise. The meetings may be in-person, virtual, or hybrid.

3.5 Security Requirements

This task order will require the Contractor to perform unclassified work; access approval will need to be coordinated and granted by the Regional Security Officer (RSO). An escort for the Contractor will be required at all times.

3.6 Deliverables

Within 60 days of Notice to Proceed, the Contractor shall submit all research and narratives gathered and prepared in fulfillment of Tasks enumerated in Section 2.0 Project Requirements (above).

The deliverables shall be produced in the following formats:

- The historical research report shall be submitted in English and Spanish.
- All submittals will be electronic and will be made via a secure file transfer site. The deliverables shall be submitted in the following formats: Text in PDF/Word; Drawings/Images in PDF/JPEG.
- The submittal will also require the Contractor to secure all digital reproductions, permissions, and copyrights of documentation selected for reproduction in the research report or for use by the U.S. Department of State.
- The USG receives all rights for the documentation prepared. These rights can be transferred to a third party without extra payment.

3.7 Submission Requirements

Work rejected by Post as incomplete, erroneous, uncoordinated, or not meeting the Scope of Work requirements, shall be corrected and resubmitted within seven (7) calendar days of oral notification.

4.0 DELIVERABLES AND SCHEDULE

The Contractor is required to provide the following deliverables, attend the following meetings, and meet the scheduled dates defined in the deliverable table below. All days noted are calendar days.

Deliverable Item	Hard Copy	Electronic Copy	Due Date	Notes
Kick-off and Site Visit				
Kick-off Meeting	N/A	N/A	5 days after NTP	
Site Visit	N/A	N/A	TBD with Post	NTE 4 hours onsite
Submittal Phase				
Draft submittal	N/A	Online	45 days after NTP	For review and clearance
Final submittal and Meeting	N/A	Online	60 days after NTP	Project Close-Out meeting as desired

5.0 ADMINISTRATION

The Contractor shall maintain contact with the USG through the Contracting Officer's Representative (COR)/Post Procurement and the OBO Office of Cultural Heritage subject matter representative.

****End of Statement of Work****