

Request for Proposals – Consultant Archivist

Pacific Northwest Railroad Archive (PNRA) seeks a consultant archivist to assist with the implementation of our historic railroad dispatcher train sheet digitization project.

The project will digitize up to 6,000 of the estimated 13,000 dispatcher train sheets in the collections of the railroad history organizations currently participating in the PNRA. While most of the 6,000 sheets will be digitized by a vendor, some will be done by volunteers. The project will also develop an educational web site related to the train sheets as well as develop and start to implement a preservation plan to protect the original documents. This project is partially funded by a federal transportation enhancement grant.

The consultant archivist will assist PNRA with the digitization process and the preservation plan. Specific deliverables are described below.

Tasks

Prioritization process document

The consultant will lead the development of the prioritization process to be used by volunteers for determining which train sheets will be digitized by this project, in collaboration with PNRA representatives. The consultant will provide guidance to PNRA volunteers during the initial assessment of the condition of the train sheets. The initial assessment will identify train sheets in poor condition and in need of active conservation treatment by a trained conservator.

Digitization process document

The consultant will develop a process document that PNRA will use to train and guide volunteers in the digitization process. It will cover the tasks of digitizing, digital processing, and digital presentation of the train sheets.

Training session

Deliver a training session (up to two hours long) at the PNRA facility in Burien that communicates the information in the digitization process document to PNRA volunteers.

Preservation plan

Develop a preservation plan that includes preventive conservation recommendations regarding appropriate storage environment, furnishings, containers, and support for the train sheets. The plan will provide instruction on how to handle the train sheets and ways to prevent acid-migration and deter deterioration. It will include recommendations for ways to protect the train sheets from damage caused by pests and disasters, i.e., water damage. The plan will also include additional preventive measures for volunteers to implement during the project.

Proposal Requirements

Proposals submitted should contain the following elements:

- Hours estimate, broken down by task

- Brief list of key assumptions used in developing the hours estimate.
- Hourly rate (if more than one person will be doing the work, provide an estimated breakdown of hours per rate classification)
- Resume for each person proposed to work on the project
- References

Please highlight any prior experience with railroad documents/archives.

Consultant must have a State of Washington business license when the proposal is submitted to PNRA.

Proposals are to be submitted in electronic format, Adobe PDF format is preferred. Please contact PNRA at the email address below to request permission to submit in a different format.

Deadline

This procurement is open until filled.

Contact Information

Submittals and questions about the project should be directed to Paul Krueger, Project Manager, at kruegerp@nwlink.com.

About PNRA

Pacific Northwest Railroad Archive (PNRA) was formed in 2009 by a consortium of non-profit railroad history organizations to own and operate an archive facility in the Puget Sound region. The PNRA archive facility is located in Burien, WA.

Through PNRA, the railroad history organizations share the expenses of operating a facility to preserve the histories of their railroads. At PNRA, each organization can preserve its collections both physically and digitally, allowing the collections to be accessed over the internet by anyone interested in railroad history. PNRA is not a museum that provides public access to physical collections. Rather, it operates as an archive, providing internet access to the collections, although researchers may access materials in the physical collections by appointment.

The railroad history organizations currently participating in PNRA include the Northern Pacific Railway Historical Association (NPRHA), the Great Northern Railway Historical Society (GNRHS), and Cascade Rail Foundation (CRF). PNRA is a 501(c)(3) non-profit organization and a registered non-profit organization in the State of Washington.