

**GETTING STARTED ■ COMMON QUESTIONS**

**WHAT IS A HISTORIC BUILDING?**

- MOST BUILDINGS AGE 50 & OVER
- EXCEPTIONAL BUILDINGS UNDER 50 YEARS
- MAY INCLUDE ARCHITECTURALLY UNDISTINGUISHED BUILDINGS THAT ARE HISTORICALLY IMPORTANT, REPRESENT AN IMPORTANT BUILDING TYPE OR CONTRIBUTE TO A HISTORIC DISTRICT

**WHAT IS A HISTORIC PRESERVATION PROJECT?**

- MAJOR MODERNIZATION OF HISTORIC BUILDINGS
- BELOW PROSPECTUS R & A IN HISTORIC BUILDINGS
- ADDITIONS TO HISTORIC BUILDINGS
- NEW CONSTRUCTION ON SITES CONTAINING/ADJOINING HISTORIC BUILDINGS
- NEW CONSTRUCTION ON ANY SITES THAT MAY CONTAIN ARCHEOLOGICAL ARTIFACTS
- INITIAL SPACE ALTERATIONS FOR LEASE OR LEASE CONSTRUCTION

**WHAT DO I MOST NEED TO KNOW ABOUT 106?**

- REQUIRE CONSIDERING EFFECTS BEFORE MAKING DECISIONS & TAKING ACTION
- REQUIRES HONEST EFFORT TO PREVENT/MINIMIZE ADVERSE EFFECTS ON HISTORIC BUILDINGS
- ALTERNATIVES MUST BE CONSIDERED, THE PUBLIC MUST BE INVOLVED
- MUST USE THE PROCESS TO INFORM, NOT JUSTIFY, DECISIONS

**WHO DO I CONTACT BEFORE INITIATING 106/ NEPA CONSULTATION?**

- GSA RHPO: SECTION 106, E.O.13006 COMPLIANCE
- GSA REQA: NEPA COMPLIANCE

**GUIDANCE ■ ON TIME & WITHIN BUDGET**

**SITE SELECTION**

- START EARLY AND USE 106 TO INFORM THE PROCESS
- FOLLOW E.O. 13006 SITE PRIORITIES:
  - 1) HISTORIC BUILDINGS, 2) DISTRICTS, 3) CBDs
- APPLY REQUIREMENTS FLEXIBLY TO REUSE HISTORIC BUILDINGS
- PROACTIVELY ADDRESS COMMUNITY INTERESTS

**A/E SCOPE DEVELOPMENT**

- USE MODEL SCOPE FOR PRESERVATION SERVICES
- INCLUDE PROJECT SPECIFIC PRESERVATION DESIGN ISSUES
- IDENTIFY GUIDANCE DOCUMENTS:
  - BUILDING PRESERVATION PLAN (BPP)
  - TECHNICAL PRESERVATION GUIDELINES

**A/E SELECTION**

- REQUIRE A PRESERVATION ARCHITECT ON THE A/E TEAM:
  - MUST HAVE PROFESSIONAL CREDIBILITY FOR SUCCESSFUL 106
  - MUST HAVE COMPARABLE EXPERIENCE AS PRINCIPAL PRESERVATION PROBLEM SOLVER

**DESIGN DEVELOPMENT**

- FOLLOW THE SECRETARY OF INTERIOR S STANDARDS FOR REHABILITATION
- USE BPP ZONING TO GUIDE CHANGES
- INCORPORATE 106 STIPULATIONS INTO THE DESIGN
- APPLY REQUIREMENTS FLEXIBLY:
  - CONTAIN COSTS, MINIMIZE CHANGE
- INCLUDE CONTRACTOR COMPETENCY STANDARDS IN CONSTRUCTION SPECS

**PROCURING CONSTRUCTION SERVICES**

- REQUIRE & REVIEW COMPETENCY OF SPECIALIST SUBMITTALS FOR WORK ON HISTORIC MATERIALS
- VERIFY PROPOSED SPECIALISTS PARTICIPATED DIRECTLY IN COMPARABLE PROJECTS
- CHECK REFERENCES TO VERIFY QUALIFICATIONS & PROJECT SUCCESS

**OVERSEEING CONSTRUCTION**

- CONFIRM ONLY APPROVED TECHNICIANS DO SPECIALIZED WORK DURING CONSTRUCTION
- HAVE PRESERVATION ARCHITECT VERIFY THAT PRESERVATION SOLUTIONS ARE EXECUTED PROPERLY
- REQUIRE AND REVIEW MATERIAL & FABRICATION SAMPLES FOR WORK IN HISTORIC SPACES
- VERIFY CONTRACTOR SKILLS & SPECIFIED WORK METHODS
- RENEW 106 CONSULTATION FOR SUBSTANTIVE CHANGES

**REFERENCES ■ FURTHER ASSISTANCE**

**WEB SITE**

WWW.GSA.GOV/HISTORICPRESERVATION

**PROJECT MANAGER TOOLS**

- SITE SELECTION TEMPLATE
- A/E SCOPE
- CONTRACTOR QUALIFICATIONS

**TECHNICAL PROCEDURES & SUPPORT**

- LAWS & REGULATIONS
- TECHNICAL PROCEDURES DATABASE

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**GLOSSARY**

106: NHPA SECTION 106, GOVERNS EXTERNAL REVIEW OF PROJECTS AFFECTING CULTURAL RESOURCES  
 ACHP: ADVISORY COUNCIL ON HISTORIC PRESERVATION  
 A/E: ARCHITECT/ENGINEER  
 BPP: BUILDING PRESERVATION PLAN  
 EA: ENVIRONMENTAL ASSESSMENT  
 EIS: ENVIRONMENTAL IMPACT STUDY  
 NEPA: NATIONAL ENVIRONMENTAL POLICY ACT  
 NHPA: NATIONAL HISTORIC PRESERVATION ACT  
 REQA: REGIONAL ENVIRONMENTAL QUALITY ADVISOR  
 RHPO: REGIONAL HISTORIC PRESERVATION OFFICER  
 SHPO: STATE HISTORIC PRESERVATION OFFICER