

PROJECT MANAGEMENT PRESERVATION CHECKLIST

PROJECT CHECKLIST

PROJECT START

- Project does/does not potentially affect historic buildings
- Project does/does not potentially affect archeological artifacts (involves ground disturbing activity)
- Contacted RHPO: assessed potential effects
- Contacted REQA: verified NEPA categorical exclusion
- Location/site selection: assessed in order of preference

A/E SCOPE

- Includes preservation requirements

A/E SELECTION

- Includes qualified preservation architect

DESIGN DEVELOPMENT

- Initiated Section 106 consultation: SHPO, ACHP
- Initiated NEPA compliance EA, EIS
- Public participation: notice, meeting, report
- Preservation design issues: identified, negotiated, resolved
- Section 106, NEPA completed (before construction award)
- Construction specs: Includes specialist qualification requirements

CONSTRUCTION

- Qualification submittals (Before award): received, reviewed, approved
- Only approved technicians work on historic materials
- Technician substitutions: reviewed, approved
- Construction submittals review (preservation architect): shop drawings, material/fabrication samples, execution of skilled work
- Review & documentation of construction phase design changes

GETTING STARTED: COMMON QUESTIONS

WHAT IS AN 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 an historic district

WHAT IS AN 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 SECTION 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 SECTION 106/NATIONAL ENVIRONMENTAL POLICY ACT CONSULTATION?

- GSA Regional Historic Preservation Officer (RHPO): Section 106, Executive Order 13006 compliance
- GSA Regional Environmental Quality Advisor (REQA): National Environmental Policy Act (NEPA) compliance

GUIDANCE: ON -TIME AND WITHIN BUDGET

SITE SELECTION

- Start early and use 106 to inform the process
- Follow Executive Order 13006 site priorities: 1) historic buildings, 2) districts, 3) Central Business Districts
- 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

- 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