

Work Type Definition and Submittal Requirements

12.5 Historic Architect Services

Work Type Definition

Page 1 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 2-3.

I. Description

Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to take into account the effects of their undertakings on historic properties and afford the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings. The Section 106 process seeks to accommodate historic preservation concerns with the needs of Federal undertakings through consultation among the agency official and other parties with an interest in the effects of the undertaking on historic properties, commencing at the early stages of project planning. The goal of a Historic Architecture Study is to develop appropriate treatment plans for National Register eligible or listed properties in accordance with the *Secretary of the Interior’s Standards for Treatment of Historic Properties*.

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. *Secretary of the Interior’s Standards for Archaeology and Historic Preservation* (48 Federal Register 44716-44740; National Park Service).
- B. *Secretary of the Interior’s Standards for Treatment of Historic Properties; Preparation and Use of Historic Structures Reports* (Preservation Brief No. 43, NPS April 2005).
- C. *Mn/DOT’s Cultural Resources Unit Project and Report Requirements* (2011).
- D. *Guidelines for Architecture/History Projects in Minnesota* (SHPO 2001).

III. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Historic Architecture Study.
- B. Preparation of plans and specifications for preservation projects.
- C. Historic properties re-use studies.
- D. Historic structure reports.

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Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Key Personnel Requirements	
Minimum Number of Staff:	At least one individual with the minimum qualifications described in the Professional Certification/Licensure section (see below).
Professional Certification/Licensure:	Individual must have a professional degree in architecture, or, a State of Minnesota license to practice architecture.
Work Type Submittal Requirements*	
I. Resume and Relevant Project Experience Form (Form PQ1) <i>Submit in Word format</i>	A. Complete Parts 1, 1A, 2 and 3 of Form PQ1 Part 1: Fill out general information and names of personnel. Part 1A: Complete only the top portion of part 1A. Relevant Project Experience must be documented in Section IV on the Tables for Historic Architect Experience. Part 2: Project Examples listed must correlate to those described below in “Project Example Requirements.” Part 3: Not applicable for this work type.
II. Project Example Requirements <i>Submit in PDF format</i>	A. Submit 2 plans and specifications for projects on historic properties that were in compliance with the Secretary of Interior Standards. B. Submit 2 historic property re-use studies. C. Submit 2 historic structures reports completed by applicable staff person (as either the sole author or primary author). <i>If primary author, please indicate which sections of the report was written by the applicant.</i>
III. Proof of Professional Certification/Licensure <i>Submit in PDF format</i>	A. Provide a current copy of applicable Professional Certification/Licensure.

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<p>IV. Tables of Historic Architecture Experience</p> <p><i>Submit in Word format.</i></p>	<p>A. Applicant must complete the “List of Historic Architecture Experience” in order to clearly document their experience</p> <ol style="list-style-type: none">1. Must show at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field; OR2. At least 2 years of full-time professional experience on historic preservation projects completed in compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Such graduate study and experience must include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.3. Provide a minimum of 10 completed historic architecture projects following the above referenced Standards.
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***Work Type Submittal Instructions:**

Create a CD or flash drive that includes the following individual files or folders in this order:

- I. Resume and Relevant Project Experience Form (Form PQ1)
- II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1)
- III. Proof of Professional Certification/Licensure
- IV. Tables of Historic Architecture Experience

Each file should be saved in the format identified above.
Submit 5 copies of the CD or flash drive.