

Work Type Definition and Submittal Requirements

12.4 Architecture/History Studies

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 the Architecture/History Work is to identify, evaluate and provide recommendations on the eligibility of architecture/historic properties within the area of potential effects (APE) of the undertaking, or to perform mitigation for adverse effects for architecture/history properties eligible for, or listed on, the National Register of Historic Places (NRHP). All determinations of the APE, the NRHP eligibility of identified resources, the effects of an undertaking, and the development of mitigation programs shall be completed by MnDOT Cultural Resources Unit (CRU) staff acting on behalf of the Federal Highway Administration (FHWA).

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. *Mn/DOT’s Cultural Resource Unit Project and Report Requirements* (2011).
- C. The State Historic Preservation Office (SHPO), *Guidelines for Architecture/History Projects in Minnesota* (SHPO 2001).
- D. *Mn/DOT Geographic Information System (GIS) Standards* (2002).
- E. *Mn/DOT’s Standards for Archaeological and Historic Structures Data* (2002).

III. Provided by Consultant

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

- A. Final Architecture/History inventory and evaluation reports.
- B. Appropriate inventory forms and photographs.
- C. GIS data.
- D. Mitigation reports and materials, such as archival documentation, Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) documentation, National Register of Historic Places (NRHP).

Work Type Definition and Submittal Requirements
12.4 Architecture/History Studies

Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm and by meeting the demonstrated equipment or GIS requirements.

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:	<p>A. Individuals performing under this work type must have a B.A., M.A., or Ph.D. in History, Architectural History, American Studies, or a closely related field.</p> <p>B. Responding firm must have ability to provide GIS data, meeting specified standards, as ArcInfo coverages or ArcView shapefiles. The GIS standards for this work are published at: http://www.dot.state.mn.us/culturalresources/gisstds/gisreqs.html</p>
Work Type Submittal Requirements*	
<p>I. Resume and Relevant Project Experience Form (Form PQ1) <i>Submit in Word format</i></p>	<p>A. Complete Parts 1, 1A, 2 and 3 of Form PQ1 <u>Part 1:</u> Fill out general information and names of personnel <u>Part 1A:</u> Complete only the top portion of part 1A. Relevant Project Experience must be documented in Section III on the Table for Architecture/ History Studies. <u>Part 2:</u> Project Examples listed must correlate to those described below in “Project Example Requirements.” <u>Part 3:</u> Not applicable for this work type.</p>
<p>II. Project Example Requirements <i>Submit in PDF format</i></p>	<p>A. Submit one Phase I report (Identification), one Phase II report (Evaluation), (or a combination Phase I and Phase II report) and a Phase III report (Archival mitigation, NRHP nomination form, MPDF, MHPR, or HABS/HAER/HALS documentation) completed for compliance with Section 106 and by the staff person (as either sole author or primary author) within the last 15 years. <i>If primary author, please indicate which sections of the report was written by the applicant.</i></p>

Work Type Definition and Submittal Requirements
12.4 Architecture/History Studies

<p>III. Table of Architecture/History Studies</p> <p><i>Submit in Word format</i></p>	<p>A. Applicant must complete the “Table of Architecture/History Studies” in order to clearly document their experience</p> <ol style="list-style-type: none"> 1. If applicant has a <u>M.A.</u> in History, Architectural History, American Studies or a closely related field, this section must show minimum of 2 years within the last 15 years of demonstrable experience in post-graduate work as a principal investigator on architecture/history projects conducted for compliance with Section 106 of the National Historic Preservation Act is required. 2. If applicant has a <u>B.A.</u> in History, Architectural History, American Studies or a closely related field, this section must show a minimum of 4 years within the last 15 years of demonstrable experience as a principal investigator on architecture/history projects conducted for compliance with Section 106 of the National Historic Preservation Act is required. 3. In addition to the above requirements, must show a minimum of 5 completed architecture/history projects in Minnesota or the Upper Midwest within the last 15 years. The Upper Midwest is defined as Minnesota, Wisconsin, Iowa, Nebraska, Illinois, Michigan, North Dakota and South Dakota.
<p align="center">*Work Type Submittal Instructions:</p> <p>Create a CD or flash drive that includes the following individual files or folders in this order:</p> <ol style="list-style-type: none"> 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. Table of Architecture/History Studies <p align="center">Each file should be saved in the format identified above. Submit 5 copies of the CD or flash drive.</p>	