

Types of CONSULTANT SERVICES for

Department of Parks Historic Preservation Projects

A Request for Proposal (RFP), Invitation for Bid (IFB) or Task Order advertisement for services may include some or all of the following professional services described in summary form below. The full extent of services or additional services required varies according to each project's requirements detailed in the advertisement for services.

1. Research

This work consists of documentary, historical, and field research sufficient to inform the project scope and intent. Research will provide a sound basis for design decisions and verify conditions exposed during probes and/or construction.

2. Evaluation of Significance

This work consists of the preparation of an evaluation of the relative importance of features relevant to preservation. The evaluation shall be based on research, and on an inventory of features such as spaces, materials, structural and other building systems, equipment, furnishings, stylistic details, craftsmanship, works of art, as well as historic or cultural significance.

3. Existing Conditions Report

This work consists of the preparation of an existing conditions report based on observation, interviews, detailed investigations, probes, and tests. The Consultant is expected to identify, plan and oversee probes and tests, provide detailed reports, and to incorporate results into design strategies.

4. Salvage of Historic Artifacts

This work consists of the identification of building or site components that can be included in the project work. If a reuse cannot be found the Consultant shall arrange for their relocation or reuse by the Cultural Resources Stewardship Section or others in the park system. If not practical, the Consultant shall arrange for their sale and credit in the contract documents. Items to be considered include sculpture, decorative elements, doors and woodwork, furniture.

5. Documentation

In the absence of existing measured drawings, this work consists of the production of a set of base measured drawings for the areas of work included in the project scope. Throughout the project, the Consultant shall keep a record of all changes to existing and original features including materials, methods, design intent, and detailing. The Consultant shall provide photographic documentation of conditions and activities throughout the project.

6. Historic Structures Report

This work consists of rigorous preservation research and documentation suitable for inclusion in a Historic Structures Report, noting all sources of information, both written and graphic.

7. Application for Eligibility

This work consists of the preparation of an application for eligibility for the National or State Historic Register. For additional information, see www.nps.gov/history/NR/listing.htm and www.marylandhistoricaltrust.net/DOEQuick.pdf

8. Special Experience Requirements

This work consists of assisting in the specification of special experience requirements for Contractors and/or Subcontractor for highly specialized trades. When finalized and approved, the work shall become part of the Bid Package. During the Bid and Award phase, the Consultant would assist in the review and verification of the special experience qualifications submitted by the Contractor and/or proposed subcontractors. The Consultant could also be required to participate in site visits to view qualifying work.

9. Multiple Design Options or Alternatives

This work consists of the preparation of several design options or alternative proposals Design that address complete conformance with the Secretary of the Interior's Standards. Each scheme must fully explain the approach and the consequences as they relate to preservation issues. Each such scheme must also be accompanied by a cost estimate, and must include a life-cycle analysis with long-term cost/benefit scenarios.

10. Historic Preservation Specialists

This work consists of a full range of preservation and conservation services by special qualified experts. These experts shall be used wherever appropriate in all phases of the project, including construction. The level of participation and the extent of responsibility shall be clearly defined in the RFP, IFB, or Task Order. Specialists who may be required include, but are not limited to: historians, archaeologists, architectural and art conservators, materials specialists, historic structural and systems engineers, historic landscape architects, and advisors on special crafts associated with historic properties, as well as tradesman with demonstrated experience and expertise in various preservation trades.

Qualified experts performing the work shall meet the Professional Qualification Standards of 36CFR61, Appendix A of the Code of Federal Regulations Title 36, Part 61 - Procedures for Approved State and Local Government Historic Preservation Programs.

11. Preservation Plan

This work consists of the development of a plan and/or report based on well-documented historical, existing, and proposed information that is integrated with overall project goals and objectives. This may include drawings, specifications and other support data. It shall also consist of a report with an executive summary, narrative of impacts and solutions, existing and proposed site conditions, specific preservation-related issues, effects on significant qualities or features, and a checklist of specific items affecting each area, space, or room of the project.

Updated 9/09/09