ESTABLISHING COMPETENCY TO SERVE AS   
AN HISTORIC PRESERVATION SPECIALIST

ON A/E SERVICES CONTRACTS

For all firms interested in establishing themselves as Historic Preservation Specialists on A/E design services contracts for the following specialties: 1) preservation architect 2) architectural conservator, 3) architectural historian, 3) historic landscape architect, and 5) other disciplines with specialized training in preservation/historic building materials (e.g. structural or mechanical engineer specializing in historic preservation), proof of competency must be offered.

Provide the following information for three design projects successfully performed in the past five years which demonstrate your firm's capabilities in the applicable specialized skill category(ies) cited above.

Provide documents, photographs and architectural drawings of projects to verify that the work met professional preservation standards. To the extent possible, choose projects of similar scope and complexity to work required under this contract to demonstrate relevant experience that respected historic materials and character. Examples of relevant documents might include the following:

1) fire safety retrofitting design concept for an ornamental space in a historic building, 2) conservation specifications for masonry repair, 3) design research for an historic landscape, 4) design research documents for chronicling construction evolution of a property, 5) historic building paint analysis report

Use the forms provided to assemble this information.

METHOD OF EVALUATION OF TECHNICAL QUALIFICATIONS

1. Purpose: to determine that the A/E or consultant is technically qualified to perform work which will serve the best interests of the Government.
2. An evaluation panel of qualified preservation professionals will be convened by the Government to review all technical data provided to establish Historic Preservation Specialist qualifications as part of the A/E review.
3. For specialists proposed for competitive bid construction projects, firms must provide all required submission materials on request. Award will be contingent on the firm’s Historic Preservation Specialist(s) meeting GSA’s qualification requirements as well as other contract submission requirements.

INSTRUCTIONS FOR COMPLETING THE QUALIFICATIONS DATA FORMS

The A/E or consultant who will be performing the specialty work is to complete all information requested on forms A through D. Where the A/E or consultant must meet a minimum requirement in order to be considered technically qualified and competent, provide sufficient detail to substantiate your qualifications. It is important to follow the format provided so that required information is easily accessed by reviewers. (Standard commercial marketing materials are not an acceptable substitute.) Specific guidelines for each form follow.

*Remember: Provide original signatures and Notary's seals on Form D.*

FORM A: Historic Preservation Specialist/Firm’s Background (filled out by firm performing the specialty skill)

1. Fill out firm name, address, telephone number, date, authorized official, title and corresponding telephone number and email address. Authorized official must have authority to negotiate and contractually bind your company.
2. Provide information regarding your plant/facilities and relevant conservation equipment.

Minimum requirement: must pertain to your ability to perform this work.

1. Describe your firm’s restoration/conservation design experience. Provide the number of years in the restoration/conservation design field and provide specific accomplishments.

Minimum requirement: must have an individual assigned to the project who has had five years experience in this restoration/conservation specialty.

FORM B: Historic Preservation Specialist/Firm’s Examples of Completed Projects (filled out by firm performing the specialty work)

Minimum Requirements:

1. Demonstrate that your projects are relevant to projects to be undertaken at GSA historic property, especially properties similar in age, construction, scale and character to building(s) where work will be performed under this contract.
2. The restoration/conservation specialty firm must establish, through photographs and narrative descriptions, a history of commendable design work in the restoration/conservation specialty.
3. Select preservation projects that were performed on the properties constructed prior to 1945, for work involving pre-World War II construction, and properties constructed between 1950 and 1979, for work involving modern-era buildings. For contracts involving both traditional and modern construction, submit projects showing preservation-appropriate work at buildings of both types and eras.
4. Client contact must provide a satisfactory rating for each project with regard to quality, schedule and price.
5. Project examples

* Describe your work, explaining how you applied restoration/conservation design skills relevant to GSA’s contract work. Describe each project in sufficient detail for the Government to determine that your project is relevant and consistent with preservation standards and practice.
* Fill out project names, completion dates, locations, and describe photo views. Give a thorough description of the work performed, explaining the materials and methods used to perform the work in a manner consistent with preservation standards.
* Provide overall and close-up photographs clearly illustrating points made in the project description regarding work affecting historic materials and spaces. Include captions under each image identifying the project name, location, date the photo was taken and the work shown in each photo.
* Fill out the client’s name for each project, including the company address, contact person for the client, his/her title, telephone number and email address.

FORM C: Historic Preservation Specialist/Firm’s Background (to be completed by firm performing the specialty work)

Minimum Requirements:

Provide vitaes for each restoration/conservation specialist within the firm who may be performing work under this contract. Include relevant training, apprenticeships and experience, as outlined on Form C.

FOR EACH SPECIALIST, provide the following information:

Name

Training (state formal academic training and on-the-job training);

Apprenticeships, both academic, and formal, in the specialty field;

Experience record (include special commendations, awards, unusual projects in which you participated);

Years with your firm;

Total years performing this specialty work;

FORM D: Certification of Historic Preservation Specialist/Firm’s Qualification

Minimum Requirements: This form must be completed in its entirety.

Provide all of the information and the original signatures required. Notarize the signature.

FORM A: HISTORIC PRESERVATION SPECIALIST/FIRM'S BACKGROUND

(Page 1 of 5)

1. FIRM NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM TELEPHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED OFFICIAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: Authorized official must have authority to negotiate and contractually bind the company)

TELEPHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEBSITE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Provide a short narrative describing the firm's location and facilities.

Minimum requirement: must pertain to your ability to perform this work.

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3. Describe your firm's restoration skills which may be relevant to this project.

Minimum requirement: must have an individual assigned to the project who has had five years experience in this restoration/conservation specialty.

# FORM B: HISTORIC PRESERVATION SPECALIST/FIRM’S EXAMPLES OF COMPLETED PROJECTS

(page 2 of 5)

DUPLICATE BOTH PAGES OF THIS FORM. SUBMIT A SEPARATE SET OF FORMS FOR EACH PROJECT.

Minimum Requirements:

1. Demonstrate that your projects are relevant to GSA historic property, especially properties similar in age, construction, scale and character to building(s) where work will be performed under this contract.

2. The restoration/conservation specialty firm must establish, through photographs and narrative descriptions, a history of commendable design work in the restoration/conservation specialty.

3. Select projects that were performed on properties constructed prior to 1945, for work involving pre-World War II construction, and properties constructed between 1950 and 1979, for work involving buildings of the modern-era. For contracts involving both traditional and modern construction, submit projects showing preservation-appropriate work at buildings of both eras.

4. Client contact must provide a satisfactory rating for each project with regard to

quality, schedule and price.

FIRM NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF RESTORATION/CONSERVATION SPECIALTY SKILL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT RESTORATION/CONSERVATION ISSUES WERE INVOLVED WITH THIS

PROJECT? EXPLAIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FORM B: HISTORIC PRESERVATION SPECIALIST/FIRM'S EXAMPLES OF  
 COMPLETED PROJECTS

(page 3 of 5)

HOW DID THIS PROJECT BENEFIT FROM YOUR RESTORATION/CONSERVATION SKILLS? EXPLAIN:

PROJECT NAME:

DESCRIPTION OF PHOTO VIEW #1:

DESCRIPTION OF PHOTO VIEW #2:

DESCRIPTION OF PHOTO VIEW #3:

DESCRIPTION OF PHOTO VIEW #4:

DESCRIPTION OF PHOTO VIEW #5:

CLIENT NAME:

CLIENT ADDRESS:

CONTACT PERSON and TITLE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

FORM C: HISTORIC PRESERVATION SPECIALIST/FIRM'S BACKGROUND

(page 4 of 5)

PROVIDE THIS FORM FOR EACH INDIVIDUAL IN THE FIRM QUALIFYING AS A HISTORIC PRESERVATION SPECIALIST

Minimum Requirements:

Each restoration/conservation specialist within the firm must provide a vitae of his training, apprenticeships and experience.

INDIVIDUAL'S NAME:

TRAINING:

APPRENTICESHIPS:

EXPERIENCE RECORD:

YEARS WITH YOUR FIRM: TOTAL YEARS EXPERIENCE

FORM D: CERTIFICATION OF HISTORIC PRESERVATION SPECIALIST/FIRM'S  
 QUALIFICATIONS

(page 5 of 5)

Minimum Requirement: This form must be properly completed.

I hereby certify that this firm has performed the work as described in these forms.

I hereby certify that the historic preservation specialists who may perform work under an A/E services contract are the same as those listed herein, and that their training, apprenticeships and experience records documented on these forms are accurate and complete.

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NAME OF HISTORIC PRESERVATION SPECIALIST/FIRM *Please type*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF HISTORIC PRESERVATION SPECIALIST/FIRM'S AUTHORIZED OFFICIAL *Also, please type name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

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SEAL: